

# INTRAGOVERNMENTAL BUDGET FORM

## Detailed Budget Form – Budget Period 1

Organization Name:

Principal Investigator:

eBRAP Log #:

DETAILED BUDGET					Start Date	End Date	
PERSONNEL		TITLE/ POSITION/ RANK	ANNUAL BASE SALARY	% EFFORT ON PROJECT	DOLLAR AMOUNT REQUESTED		
NAME	ROLE/KEY PERSONNEL				SALARY REQUESTED	FRINGE BENEFITS	TOTALS
<b>OTHER NON-KEY PERSONNEL COSTS SUMMARY (DETAIL IN BUDGET JUSTIFICATION)</b>							
<b>PERSONNEL SUBTOTALS</b>							
Enter DOD civilian and military level of effort, whether or not reimbursement of salary/fringe benefits is requested. If reimbursement is requested, the method of reimbursement will be handled during negotiations. If no reimbursement is requested, leave annual salary blank. In some cases, reimbursement may not be possible.							
<b>CONSULTANT COSTS</b>							
<b>EQUIPMENT</b>							
<b>MATERIALS AND SUPPLIES</b>							
<b>MILITARY AND FEDERAL CIVILIAN TRAVEL COSTS</b>							
All military and federal civilian travel will be executed as outlined in the Defense Travel System (DTS) cross-organizational memo. Travel costs executed through DTS are exempt from indirect costs and fees. Funds awarded to an extramural organization cannot be used to reimburse DOD civilian or military personnel travel costs.							
<b>CONTRACTOR TRAVEL COSTS</b>							
<b>OTHER DIRECT COSTS</b>							
<b>SUBTOTAL FOR DIRECT COSTS BUDGET PERIOD 1</b>							
<b>SUB-AWARD / SUBCONTRACT COSTS</b>	<b>DIRECT COST</b>						
	<b>INDIRECT COSTS (INCLUDES FACILITY FEES)</b>						
<b>TOTAL DIRECT COSTS FOR BUDGET PERIOD 1</b>							
<b>TOTAL INDIRECT COSTS (INCLUDING FACILITY FEES) FOR BUDGET PERIOD 1</b>							
<b>TOTAL DIRECT AND INDIRECT COSTS FOR BUDGET PERIOD 1</b>							

**INTRAGOVERNMENTAL BUDGET FORM**

**Detailed Budget Form – Budget Period 2**

Organization Name:

Principal Investigator:

eBRAP Log #:

DETAILED BUDGET					Start Date	End Date	
PERSONNEL		TITLE/ POSITION/ RANK	ANNUAL BASE SALARY	% EFFORT ON PROJECT	DOLLAR AMOUNT REQUESTED		
NAME	ROLE/KEY PERSONNEL				SALARY REQUESTED	FRINGE BENEFITS	TOTALS
<b>OTHER NON-KEY PERSONNEL COSTS SUMMARY (DETAIL IN BUDGET JUSTIFICATION)</b>							
<b>PERSONNEL SUBTOTALS</b>							
Enter DOD civilian and military level of effort, whether or not reimbursement of salary/fringe benefits is requested. If reimbursement is requested, the method of reimbursement will be handled during negotiations. If no reimbursement is requested, leave annual salary blank. In some cases, reimbursement may not be possible.							
<b>CONSULTANT COSTS</b>							
<b>EQUIPMENT</b>							
<b>MATERIALS AND SUPPLIES</b>							
<b>MILITARY AND FEDERAL CIVILIAN TRAVEL COSTS</b>							
All military and federal civilian travel will be executed as outlined in the Defense Travel System (DTS) cross-organizational memo. Travel costs executed through DTS are exempt from indirect costs and fees. Funds awarded to an extramural organization cannot be used to reimburse DOD civilian or military personnel travel costs.							
<b>CONTRACTOR TRAVEL COSTS</b>							
<b>OTHER DIRECT COSTS</b>							
<b>SUBTOTAL FOR DIRECT COSTS BUDGET PERIOD 2</b>							
<b>SUB-AWARD / SUBCONTRACT COSTS</b>	<b>DIRECT COST</b>						
	<b>INDIRECT COSTS (INCLUDES FACILITY FEES)</b>						
<b>TOTAL DIRECT COSTS FOR BUDGET PERIOD 2</b>							
<b>TOTAL INDIRECT COSTS (INCLUDING FACILITY FEES) FOR BUDGET PERIOD 2</b>							
<b>TOTAL DIRECT AND INDIRECT COSTS FOR BUDGET PERIOD 2</b>							

**INTRAGOVERNMENTAL BUDGET FORM**

**Detailed Budget Form – Budget Period 3**

Organization Name:

Principal Investigator:

eBRAP Log #:

DETAILED BUDGET					Start Date	End Date	
PERSONNEL		TITLE/ POSITION/ RANK	ANNUAL BASE SALARY	% EFFORT ON PROJECT	DOLLAR AMOUNT REQUESTED		
NAME	ROLE/KEY PERSONNEL				SALARY REQUESTED	FRINGE BENEFITS	TOTALS
<b>OTHER NON-KEY PERSONNEL COSTS SUMMARY (DETAIL IN BUDGET JUSTIFICATION)</b>							
<b>PERSONNEL SUBTOTALS</b>							
Enter DOD civilian and military level of effort, whether or not reimbursement of salary/fringe benefits is requested. If reimbursement is requested, the method of reimbursement will be handled during negotiations. If no reimbursement is requested, leave annual salary blank. In some cases, reimbursement may not be possible.							
<b>CONSULTANT COSTS</b>							
<b>EQUIPMENT</b>							
<b>MATERIALS AND SUPPLIES</b>							
<b>MILITARY AND FEDERAL CIVILIAN TRAVEL COSTS</b>							
All military and federal civilian travel will be executed as outlined in the Defense Travel System (DTS) cross-organizational memo. Travel costs executed through DTS are exempt from indirect costs and fees. Funds awarded to an extramural organization cannot be used to reimburse DOD civilian or military personnel travel costs.							
<b>CONTRACTOR TRAVEL COSTS</b>							
<b>OTHER DIRECT COSTS</b>							
<b>SUBTOTAL FOR DIRECT COSTS BUDGET PERIOD 3</b>							
<b>SUB-AWARD / SUBCONTRACT COSTS</b>	<b>DIRECT COST</b>						
	<b>INDIRECT COSTS (INCLUDES FACILITY FEES)</b>						
<b>TOTAL DIRECT COSTS FOR BUDGET PERIOD 3</b>							
<b>TOTAL INDIRECT COSTS (INCLUDING FACILITY FEES) FOR BUDGET PERIOD 3</b>							
<b>TOTAL DIRECT AND INDIRECT COSTS FOR BUDGET PERIOD 3</b>							

## INTRAGOVERNMENTAL BUDGET FORM

### Detailed Budget Form – Budget Period 4

Organization Name:

Principal Investigator:

eBRAP Log #:

DETAILED BUDGET					Start Date	End Date	
PERSONNEL		TITLE/ POSITION/ RANK	ANNUAL BASE SALARY	% EFFORT ON PROJECT	DOLLAR AMOUNT REQUESTED		
NAME	ROLE/KEY PERSONNEL				SALARY REQUESTED	FRINGE BENEFITS	TOTALS
<b>OTHER NON-KEY PERSONNEL COSTS SUMMARY (DETAIL IN BUDGET JUSTIFICATION)</b>							
<b>PERSONNEL SUBTOTALS</b>							
Enter DOD civilian and military level of effort, whether or not reimbursement of salary/fringe benefits is requested. If reimbursement is requested, the method of reimbursement will be handled during negotiations. If no reimbursement is requested, leave annual salary blank. In some cases, reimbursement may not be possible.							
<b>CONSULTANT COSTS</b>							
<b>EQUIPMENT</b>							
<b>MATERIALS AND SUPPLIES</b>							
<b>MILITARY AND FEDERAL CIVILIAN TRAVEL COSTS</b>							
All military and federal civilian travel will be executed as outlined in the Defense Travel System (DTS) cross-organizational memo. Travel costs executed through DTS are exempt from indirect costs and fees. Funds awarded to an extramural organization cannot be used to reimburse DOD civilian or military personnel travel costs.							
<b>CONTRACTOR TRAVEL COSTS</b>							
<b>OTHER DIRECT COSTS</b>							
<b>SUBTOTAL FOR DIRECT COSTS BUDGET PERIOD 4</b>							
<b>SUB-AWARD / SUBCONTRACT COSTS</b>	<b>DIRECT COST</b>						
	<b>INDIRECT COSTS (INCLUDES FACILITY FEES)</b>						
<b>TOTAL DIRECT COSTS FOR BUDGET PERIOD 4</b>							
<b>TOTAL INDIRECT COSTS (INCLUDING FACILITY FEES) FOR BUDGET PERIOD 4</b>							
<b>TOTAL DIRECT AND INDIRECT COSTS FOR BUDGET PERIOD 4</b>							

**INTRAGOVERNMENTAL BUDGET FORM**

**Detailed Budget Form – Budget Period 5**

Organization Name:

Principal Investigator:

eBRAP Log #:

DETAILED BUDGET					Start Date	End Date	
PERSONNEL		TITLE/ POSITION/ RANK	ANNUAL BASE SALARY	% EFFORT ON PROJECT	DOLLAR AMOUNT REQUESTED		
NAME	ROLE/KEY PERSONNEL				SALARY REQUESTED	FRINGE BENEFITS	TOTALS
<b>OTHER NON-KEY PERSONNEL COSTS SUMMARY (DETAIL IN BUDGET JUSTIFICATION)</b>							
<b>PERSONNEL SUBTOTALS</b>							
Enter DOD civilian and military level of effort, whether or not reimbursement of salary/fringe benefits is requested. If reimbursement is requested, the method of reimbursement will be handled during negotiations. If no reimbursement is requested, leave annual salary blank. In some cases, reimbursement may not be possible.							
<b>CONSULTANT COSTS</b>							
<b>EQUIPMENT</b>							
<b>MATERIALS AND SUPPLIES</b>							
<b>MILITARY AND FEDERAL CIVILIAN TRAVEL COSTS</b>							
All military and federal civilian travel will be executed as outlined in the Defense Travel System (DTS) cross-organizational memo. Travel costs executed through DTS are exempt from indirect costs and fees. Funds awarded to an extramural organization cannot be used to reimburse DOD civilian or military personnel travel costs.							
<b>CONTRACTOR TRAVEL COSTS</b>							
<b>OTHER DIRECT COSTS</b>							
<b>SUBTOTAL FOR DIRECT COSTS BUDGET PERIOD 5</b>							
<b>SUB-AWARD / SUBCONTRACT COSTS</b>	<b>DIRECT COST</b>						
	<b>INDIRECT COSTS (INCLUDES FACILITY FEES)</b>						
<b>TOTAL DIRECT COSTS FOR BUDGET PERIOD 5</b>							
<b>TOTAL INDIRECT COSTS (INCLUDING FACILITY FEES) FOR BUDGET PERIOD 5</b>							
<b>TOTAL DIRECT AND INDIRECT COSTS FOR BUDGET PERIOD 5</b>							

**INTRAGOVERNMENTAL BUDGET FORM**

**Detailed Budget Form – Cumulative Budget**

Organization Name:

Principal Investigator:

eBRAP Log #:

**Budget Justification:** Itemize ALL budget items in a separate file according to the General Application Instructions

DETAILED BUDGET FOR ENTIRE PROPOSED PERIOD OF SUPPORT				Project Start Date		Project End Date
BUDGET CATEGORY TOTALS	BUDGET PERIOD 1	BUDGET PERIOD 2	BUDGET PERIOD 3	BUDGET PERIOD 4	BUDGET PERIOD 5	TOTAL
PERSONNEL						
FRINGE BENEFITS						
CONSULTANT COSTS						
EQUIPMENT						
MATERIALS AND SUPPLIES						
MIL/CIV TRAVEL COSTS						
CONTRACTOR TRAVEL COSTS						
OTHER DIRECT COSTS						
SUBTOTAL DIRECT COSTS (NO SUBCONTRACT)						
SUBCONTRACT COSTS	DIRECT					
	INDIRECT					
<b>DIRECT COSTS FOR ENTIRE PROPOSED PERIOD OF SUPPORT (INCLUDING SUBAWARD TOTAL)</b>						
SUBTOTAL INDIRECT COSTS						
<b>TOTAL INDIRECT COSTS (INCLUDES FACILITY FEES FOR ENTIRE PERIOD OF SUPPORT)</b>						
<b>TOTAL COSTS FOR THE ENTIRE</b>						

**Required Information:**

Resource Management Point of Contact (name, email)

Authorized Business Official (name, email)

Other parties who should be included in budgetary matters (name, email)

**Last date institution can accept current fiscal year (FY) funds**

**I acknowledge that the institution has an existing support vehicle that is eligible to accept these funds.**

**I acknowledge that the institution may receive funds in the last six months of the obligating fiscal year and confirm it is capable of obligating funds on an appropriate support vehicle.**

Authorized Business Official