**Budget Breakdown Template**

Provide a detailed budget and how the funds will be used (use the templates). All expenses should be directly related to research projects (Use appropriate personal cost and perdiem rates). The purpose of payment (perdiem rate/cost) for activities to be carried out outside of HrU should be clearly written. **The template can be slightly modified based on the nature of the project and unnecessary section can be deleted.**

|  |  |  |
| --- | --- | --- |
|   | Title  |  |
|  | Project Code |  |
|   | Theme |   |
|   | Sub-theme |   |
|   | Research Group Members  |  |
| **I** | **Stationary/Usable** | **Unit** | **Quantity** | **Unit cost** | **Total Cost** |
| 1 |  |   |  |  |  |
| 2 |   |   |   |   |   |
| 3 |   |   |   |   |   |
| 4 |   |   |   |   |   |
| 5 |   |   |   |   |   |
|  |  |  |  |  |  |
| **II** | **Chemicals Purchase**  | **Unit** | **Quantity**  | **Unit cost** |  |
| 1 |   |   |   |   |   |
| 2 |   |   |   |   |   |
| 3 |   |   |   |   |   |
| 4 |   |   |   |   |   |
| 5 |   |   |   |   |   |
|   |   |   |   |   |   |
| **III** | **Other Items Purchase**  | **Unit** | **Quantity** | **Unit Cost**  |  |
| 1 |   |   |   |   |   |
| 2 |   |   |   |   |   |
| 3 |   |   |   |   |   |
| 4 |   |   |   |   |   |
| 5 |   |   |   |   |   |
|   |   |   |   |   |   |
| **IV** | **Rental Items** | **Unit** | **Quantity** | **Unit Cost**  |  |
| 1 |  |   |   |   |   |
| 2 |   |   |   |   |   |
|   |   |   |   |   |   |
| **V** | **Fuel and Transport** | **Event** | **Number** | **Unit Cost**  | **Total Cost**  |
| 1 |  |   |   |   |   |
| 2 |  |   |   |   |   |
| **VI** | **Extra man Personnel Cost**  | **Purpose** | **Number** | **Rate** | **Total**  |
| 1 |  |   |   |   |   |
| 2 |  |   |   |   |   |
| 3 |  |   |   |   |   |
| 4 |   |   |   |   |   |
|   |   |   |   |   |   |
| **VII** | **Researchers Perdiem** | **Purpose** | **Number** | **Rate**  | **Total**  |
| 1 | Principal Investigator |   |   |   |   |
| 2 | Co-Investigators  |   |   |   |   |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget summary** | **Year I**  | **Year II** | **Total** |
| I | Stationary/Usable |   |  |  |
| II | Chemicals Purchase  |   |  |  |
| III | Other Items Purchase  |   |  |  |
| IV | Rentals Items |   |  |  |
| V | Fuel and Transport |   |  |  |
| VI | Personnel Cost  |   |  |  |
| VII | Researchers Perdiem |   |  |  |
|  | **Total**  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thematic Area Leader Signature of DRGP Signature of VPRA