

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 per diem rates). The purpose of payment (per diem 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	Personnel Cost	Purpose	Number	Rate	Total
1					
2	Data collectors				
3	Lab technician				
4					
5	Investigators				
6					

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			
	Total			

Thematic Area Leader

Signature of DRGP

Signature of VPRA