**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=11142&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Research+Budget+Proposal-word-11142&lpa=Blank+Research+Budget+Proposal+word+11142)Research Budget Proposal   
Template**

Research Budget Proposal

|  |  |  |
| --- | --- | --- |
| Project Title | | |
|  | | |
|  | | |
| Principal Investigator (PI) | | |
|  | | |
|  | | |
| Department / Organization | | Project Duration |
|  | |  |
| Funding Agency | | Submission Date |
|  | |  |
| Prepared by | Reviewed by | Approved by |
|  |  |  |

# Executive Summary & Research Objectives

## Overview

Provide a summary of the research project, its objectives, and its significance to the field or organization. Explain the expected impact and deliverables.

|  |
| --- |
|  |

## Objectives

|  |  |
| --- | --- |
| Objective 1 |  |
| Objective 2 |  |
| Objective 3 |  |

# Budget Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total Budget |  |  |  |  |
| $0 | | | | |

## Budget Overview

|  |  |
| --- | --- |
| Personnel Costs | $ |
| Operating Costs | $ |
| Capital Expenditures | $ |
| Operating Costs | $ |
| Capital Expenditures | $ |
| Contingency Fund | $ |

# Budget Proposal Justification

## Justification

Explain the necessity of the proposed budget and how it aligns with the research objectives. Justify key areas of expenditure, such as personnel, equipment, data collection, and analysis. Emphasize the importance of these investments in achieving the project’s research goals.

|  |
| --- |
|  |

## Key Areas of Expenditure

|  |  |
| --- | --- |
| Personnel |  |
| Data Collection & Analysis |  |
| Fieldwork & Equipment |  |

# Research Timeline

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Description | Start Date | End Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Duration |  |  |  |

# Funding Sources

|  |  |
| --- | --- |
| Funding Source | Amount ($) |
| Internal Funding |  |
| External Grants / Sponsorships |  |
| Other (specify) |  |
| Total Projected Revenue |  |

# Personnel Costs

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Principal Investigator (PI) | Lead researcher salary |  |
| Co-Investigators / Researchers | Salary for supporting researchers |  |
| Research Assistants | Graduate or undergraduate assistants |  |
| Administrative Support | Clerical or administrative personnel |  |
| Other (specify) |  |  |
| Total Personnel Costs | |  |

# Materials & Supplies

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Laboratory Supplies | Reagents, chemicals, and test equipment |  |
| Fieldwork Equipment | GPS, survey tools, cameras |  |
| Office Supplies | Paper, printing, data storage |  |
| Other (specify) |  |  |
| Total Materials & Supplies | |  |

# Equipment & Technology

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Computers & Software | Laptops, statistical software |  |
| Data Collection Devices | Specialized survey tools, sensors |  |
| Analytical Equipment | Soil moisture sensors, water flow meters |  |
| Other (specify) |  |  |
| Total Equipment & Technology Costs | |  |

# Travel & Fieldwork Costs

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Domestic Travel | Conference presentations, site visits |  |
| International Travel | Collaboration with African research teams |  |
| Accommodations & Meals | Hotel and per diem for fieldwork |  |
| Local Transportation | Car rentals, public transport |  |
| Other (specify) |  |  |
| Total Travel & Fieldwork Costs | |  |

# Data Collection & Analysis

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Data Collection | Surveys, interviews, field samples |  |
| Data Analysis | Statistical analysis, modeling software |  |
| Transcription Services | Audio data transcription |  |
| Other (specify) |  |  |
| Total Data Collection & Analysis Costs | |  |

# Publication & Dissemination

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Journal Publication Fees | Open-access publication fees |  |
| Conference Fees | Conference registration |  |
| Report Printing | Copies for stakeholders |  |
| Other (specify) |  |  |
| Total Publication & Dissemination Costs | |  |

# Indirect Costs (Overhead)

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Facilities & Administration | Rent, utilities, office space |  |
| IT Services | Internet, software maintenance |  |
| Administrative Overhead | Project management, HR |  |
| Other (specify) |  |  |
| Total Indirect Costs | |  |

# Contingency & Risk Management

## Contingency Fund

|  |
| --- |
| $ |

## Justification for Contingency

Explain the need for a contingency fund, such as accounting for unforeseen costs related to travel, materials, or delays in data collection.

|  |
| --- |
|  |

## Risk Assessment

|  |  |
| --- | --- |
| Risks | Mitigation Strategies |
|  |  |
|  |  |

# Projected Deliverables & Milestones

|  |  |
| --- | --- |
| Deliverable / Milestone | Expected Delivery Date |
|  |  |
|  |  |
|  |  |

# Cost Summary

|  |  |  |
| --- | --- | --- |
| Category | | Total ($) |
| Total Personnel Costs | |  |
| Total Materials & Supplies | |  |
| Total Equipment & Technology Costs | |  |
| Total Travel & Fieldwork Costs | |  |
| Total Data Collection & Analysis Costs | |  |
| Total Publication & Dissemination Costs | |  |
| Total Indirect Costs | |  |
| Contingency Fund | |  |
| Overall Total Budget | |  |
| Total Projected Funding | |  |
| Surplus / Deficit |  |  |

# Approval Workflow

|  |  |  |
| --- | --- | --- |
| Prepared by | Signature | Date |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Reviewed by | Signature | Date |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Approved by | Signature | Date |
|  |  |  |

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