**[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=Sample+Research+Budget+Proposal-word-11142&lpa=Sample+Research+Budget+Proposal+word+11142)Research Budget Proposal   
Template – Example**

Research Budget Proposal

|  |  |  |
| --- | --- | --- |
| Project Title | | |
| Sustainable Water Management for Smallholder Farms  in Sub-Saharan Africa | | |
|  | | |
| Principal Investigator (PI) | | |
| Dr. Hilda Wilson | | |
|  | | |
| Department / Organization | | Project Duration |
| Dept. of Environmental Studies, Global Green Initiatives | | 36 Months |
| Funding Agency | | Submission Date |
| International Development Research Fund (IDRF) | | March 1, 20XX |
| Prepared by | Reviewed by | Approved by |
| Dr. Hilda Wilson | Dr. Everett Crosse | Prof. Makara McLean |

# 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.

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| This research project will support goals of developing and implementing sustainable water management systems for smallholder farms in Sub-Saharan Africa. The project seeks to increase agricultural yields and enhance food security in drought-prone areas by improving irrigation practices and introducing water-saving technologies. The study will also assess the socio-economic impacts of sustainable water management on farming communities, providing data-driven recommendations for future policy. |

## Objectives

|  |  |
| --- | --- |
| Objective 1 | Investigate the current water usage patterns among smallholder farmers. |
| Objective 2 | Develop cost-effective, climate-resilient irrigation techniques. |
| Objective 3 | Assess the impact of water management practices on crop yields and community resilience. |

# Budget Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total Budget |  |  |  |  |
| $565,000 | | | | |

## Budget Overview

|  |  |
| --- | --- |
| Personnel Costs | $405,000 |
| Operating Costs | $10,000 |
| Capital Expenditures | $5,000 |
| Operating Costs | $65,000 |
| Capital Expenditures | $30,000 |
| Contingency Fund | $50,000 |

# 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.

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| The proposed budget is essential for meeting the project’s research objectives. Personnel costs cover hiring researchers, field staff, and research assistants who conduct site visits, collect data, and analyze results. Investments in data collection and analysis tools are critical for gathering and interpreting field data. The need for specialized irrigation devices and technology to implement and test sustainable water management practices justifies equipment costs. |

Key Areas of Expenditure

|  |  |
| --- | --- |
| Personnel | Hiring experienced researchers and field assistants |
| Data Collection & Analysis | Survey tools and statistical software for robust data management |
| Fieldwork & Equipment | Installing water-saving technologies on farms |

# Research Timeline

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Description | Start Date | End Date |
| Phase 1: Planning & Initial Research | Planning activities, literature review, and initial field assessments | March 20XX | August 20XX |
| Phase 2: Data Collection & Fieldwork | Conducting fieldwork, installing irrigation systems, and collecting data | September 20XX | August 20XX |
| Phase 3: Analysis & Final Report | Data analysis, writing the final report, and disseminating results | September 20XX | March 20XX |
| Total Duration | 36 Months |  |  |

# Funding Sources

|  |  |
| --- | --- |
| Funding Source | Amount ($) |
| Internal Funding | $60,000 |
| External Grants / Sponsorships | $800,000 |
| Other (specify) |  |
| Total Projected Revenue | $860,000 |

# Personnel Costs

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Principal Investigator (PI) | Lead researcher salary | $150,000 |
| Co-Investigators / Researchers | Salary for supporting researchers | $120,000 |
| Research Assistants | Graduate or undergraduate assistants | $90,000 |
| Administrative Support | Clerical or administrative personnel | $45,000 |
| Other (specify) |  |  |
| Total Personnel Costs | | $405,000 |

# Materials & Supplies

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Laboratory Supplies | Reagents, chemicals, and test equipment | $25,000 |
| Fieldwork Equipment | GPS, survey tools, cameras | $30,000 |
| Office Supplies | Paper, printing, data storage | $10,000 |
| Other (specify) |  |  |
| Total Materials & Supplies | | $65,000 |

# Equipment & Technology

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Computers & Software | Laptops, statistical software | $20,000 |
| Data Collection Devices | Specialized survey tools, sensors | $35,000 |
| Analytical Equipment | Soil moisture sensors, water flow meters | $25,000 |
| Other (specify) |  |  |
| Total Equipment & Technology Costs | | $80,000 |

# Travel & Fieldwork Costs

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Domestic Travel | Conference presentations, site visits | $20,000 |
| International Travel | Collaboration with African research teams | $40,000 |
| Accommodations & Meals | Hotel and per diem for fieldwork | $25,000 |
| Local Transportation | Car rentals, public transport | $15,000 |
| Other (specify) |  |  |
| Total Travel & Fieldwork Costs | | $100,000 |

# Data Collection & Analysis

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Data Collection | Surveys, interviews, field samples | $30,000 |
| Data Analysis | Statistical analysis, modeling software | $25,000 |
| Transcription Services | Audio data transcription | $10,000 |
| Other (specify) |  |  |
| Total Data Collection & Analysis Costs | | $65,000 |

# Publication & Dissemination

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Journal Publication Fees | Open-access publication fees | $10,000 |
| Conference Fees | Conference registration | $15,000 |
| Report Printing | Copies for stakeholders | $5,000 |
| Other (specify) |  |  |
| Total Publication & Dissemination Costs | | $30,000 |

# Indirect Costs (Overhead)

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Facilities & Administration | Rent, utilities, office space | $30,000 |
| IT Services | Internet, software maintenance | $15,000 |
| Administrative Overhead | Project management, HR | $20,000 |
| Other (specify) |  |  |
| Total Indirect Costs | | $65,000 |

# Contingency & Risk Management

## Contingency Fund

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| --- |
| $50,000 |

## 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.

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| The contingency fund covers unexpected expenses, such as delays in equipment delivery or additional fieldwork costs due to extreme weather conditions. |

## Risk Assessment

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| --- | --- |
| Risks | Mitigation Strategies |
| Delays in data collection due to unforeseen weather conditions | Adjust project timelines and work with local experts to plan around seasonal climate variability. |
| Equipment failure in remote fieldwork locations | Maintain backup equipment and ensure proper training for field staff. |

# Projected Deliverables & Milestones

|  |  |
| --- | --- |
| Deliverable / Milestone | Expected Delivery Date |
| Deliverable 1: Research report | September 20XX |
| Deliverable 2: Data analysis findings | December 20XX |
| Deliverable 3: Final publication | March 20XX |

# Cost Summary

|  |  |  |
| --- | --- | --- |
| Category | | Total ($) |
| Total Personnel Costs | | $405,000 |
| Total Materials & Supplies | | $65,000 |
| Total Equipment & Technology Costs | | $80,000 |
| Total Travel & Fieldwork Costs | | $100,000 |
| Total Data Collection & Analysis Costs | | $65,000 |
| Total Publication & Dissemination Costs | | $30,000 |
| Total Indirect Costs | | $65,000 |
| Contingency Fund | | $50,000 |
| Overall Total Budget | | $860,000 |
| Total Projected Funding | | $860,000 |
| Surplus / Deficit |  | $0 |

# Approval Workflow

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| --- | --- | --- |
| Prepared by | Signature | Date |
| Dr. Hilda Wilson |  | March 1, 20XX |

|  |  |  |
| --- | --- | --- |
| Reviewed by | Signature | Date |
| Dr. Everett Crosse |  | March 5, 20XX |

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| Approved by | Signature | Date |
| Prof. Makara McLean |  | March 10, 20XX |

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