

EIR Budget Narrative Example

Personnel:

Personnel	Year 1			Year 2			Year 3			Year 4			Year 5		
	Base Salary	Wages	FTE	Base Salary	Wages	FTE	Base Salary	Wages	FTE	Base Salary	Wages	FTE	Base Salary	Wages	FTE
Project Director	\$62,400	\$46,800	75%	\$64,272	\$48,204	75%	\$66,200	\$49,650	75%	\$68,186	\$51,140	75%	\$70,232	\$52,674	75%
Project Coordinator	\$49,400	\$24,700	50%	\$50,882	\$25,441	50%	\$52,409	\$26,205	50%	\$53,981	\$26,991	50%	\$55,600	\$13,900	25%
Research Assistant	\$44,200	\$11,050	25%	\$45,526	\$22,763	50%	\$46,892	\$23,446	50%	\$48,299	\$12,075	25%	\$49,748	\$24,874	50%
Administrative Assistant	\$44,200	\$8,840	20%	\$45,526	\$9,105	20%	\$46,892	\$9,378	20%	\$48,299	\$9,660	20%	\$49,748	\$9,950	20%
Total Costs		\$91,390			\$105,513			\$108,679			\$99,866			\$101,398	

For each employee, salary costs were determined based upon the number of workdays they will dedicate to the project each year. It is assumed that salaries will increase at a rate of 3% per year.

Fringe Benefits:

Fringe benefits are calculated at a rate of 45% of the projected cooperative agreement personnel wages for all of the personnel listed in the chart above. These pay for health-care, dental, long-term disability, and life insurance; pre-tax medical and dependent care benefits; a retirement plan; Social Security and Medicare taxes; worker's compensation and unemployment; personal and sick leave; and 14 holidays.

Travel:

Types of Travel	Unit Cost	Year 1		Year 2		Year 3		Year 4		Year 5	
		# Trips	Costs	# Trips	Costs	# Trips	Costs	# Trips	Costs	# Trips	Costs
Partner Meetings and Classroom Observations(LEA)	\$54.50	16	\$872	80	\$4,360	80	\$4,360	80	\$4,360	16	\$872
Coaching Travel	\$54.50	0	\$ -	80	\$4,360	480	\$26,160	400	\$21,800	0	\$ -
Project Directors Meeting	\$1,420.00	4	\$5,680	4	\$5,680	4	\$5,680	4	\$5,680	4	\$5,680
Dissemination	\$1,690.00	0	\$ -	3	\$5,070	3	\$5,070	3	\$5,070	6	\$10,140
Total Costs			\$6,552		\$19,470		\$41,270		\$36,910		\$16,692

Four types of travel by Applicant X staff are included as federal costs for this line item. First is travel to meet with our Local Educational Agency (LEA) partner, ABC Public Schools (ABC). This includes Applicant X staff’s travel to visit and observe ABC classrooms. Second is trainers’ travel to preschool and kindergarten classrooms for individual coaching sessions. These first two types of travel are budgeted at \$54.50 (\$.545 per mile at 100 miles) per trip.

The third and fourth types of travel are long-distance traveling. They include yearly travel for four project personnel to attend the two-day i3 grantee meeting in Washington, DC and dissemination travel to attend research conferences to present ongoing work and findings from the project. For dissemination, three project staff are budgeted to attend one conference in Years 2, 3, and 4. In Year 5, three staff are budgeted to attend two conferences. All long-distance travel is budgeted at \$250/night for hotel; airfare \$600; parking \$22/day; per diem \$40/day; \$54.5 for mileage to and from airport at \$.545/mile; and \$100 for taxi. Project director’s meeting travel is budgeted for 2 days and dissemination travel is budgeted for 3 days.

Contractual:

Contractual costs include 1) ABC Public Schools (LEA partner) and 2) Assessment University (Evaluator).

ABC Public Schools Subaward Breakdown

Major Service Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Substitute Fees/Training	\$ -	\$7,200	\$21,600	\$28,800	\$72,000	\$129,600
Substitute Fees/Coaching	\$ -	\$21,600	\$64,800	\$54,000	\$ -	\$140,400
Administrative Costs	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$21,000
Facility Use	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$10,500
Training of Trainers	\$ -	\$5,000	\$5,000	\$5,000	\$ -	\$15,000
Total	\$6,300	\$40,100	\$97,700	\$94,100	\$78,300	\$316,500

The subaward to the ABC Public Schools (ABC) is included in the federal contractual costs. This includes fees to cover costs of substitutes during teacher absences for training/coaching. This is calculated at \$30/hour or \$900/day. Eight preschool teachers and four kindergarten teachers will be involved in 5 days of training and 15 days of coaching in Years 2 (preschool) and 3 (kindergarten). Forty preschool teachers and 20 kindergarten teachers will be involved in the same amount of training/coaching in Years 3 (preschool) and 4 (kindergarten).

Administrative personnel costs of \$4,200 per year is budgeted to cover ABC administrative costs to help recruit children/families and teachers to participate; collect and share child/family data; and coordinate training/coaching. This is calculated at a rate of \$210/day for 20 days.

Facility usage fee, mainly for space needed to train teachers or early childhood specialists during after-school hours or weekends, will be paid at \$175/day for up to twelve days per year.

In Years 2-4, two ABC early childhood specialists will be trained on the X program at a rate of \$2,500/person.

Assessment University Contract Breakdown

Major Service Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Personnel Costs	\$149,220	\$149,220	\$149,220	\$149,220	\$149,220	\$746,100
Travel Costs	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Printing/Postage Costs	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
IRB Approval Costs	\$5,780	\$5,780	\$5,780	\$5,780	\$5,780	\$28,900
Total	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000	\$850,000

Assessment University (AU) will serve as the external, independent evaluator for the project. Dr. John Doe will serve as the lead evaluator/principal investigator and will oversee the evaluation design and execution. Specifically, AU will take the lead on finalizing the research design and obtaining USED-approval for the design; write and submit the evaluation progress reports; obtain all necessary IRB approvals or exemptions; work to develop and finalize the outcome questionnaire to measure short-term attitudinal and behavior outcomes. AU will also work in collaboration with Applicant X to develop parental consent forms for study participation; conduct random assignment of the student participants to randomly assign eligible participants to the treatment or control experimental condition; administer the outcome questionnaire at each of the study sites to students in the treatment and control groups at baseline (prior to program implementation) and immediately following program participation. Other tasks include follow-up with students who were absent on the survey administration day or who are no longer enrolled in school to ensure they complete a survey; collecting school record data for study participants from each district/school; entering school records, survey data, and fidelity data, and performing general data management and ensure data integrity; conducting impact analyses to measure impacts of Program X on student outcomes; conducting implementation analyses to provide context to the impact findings; and working in collaboration with Applicant X to develop articles to submit study results for publication in peer-reviewed journals and to develop proposals for presenting results at national conferences.

AU's total breakdown of costs are as follows: Personnel costs (\$746,100) include 9,150 staff hours. Personnel costs include Dr. John Doe, Lead Evaluator (450 hours x \$190/hour); Dr. Jane Roe, Senior Research Analyst (2,700 hours x \$102/hour); Joe Schmoie, Junior Research Analyst (4,200 hours x \$69/hour); two Research Assistants (To be hired)(1,800 hours x \$53/hour). Travel costs include staff to school sites (20 total trips at \$1250/trip = \$25,000) to meet with program staff, conduct training, and obtain parental consent for student participation in study. Printing and postage costs (\$50,000) include printing locator forms, mailing instruments to Applicant X and to the schools, and scanning of questionnaires. Other costs include IRB approval costs for multiple sites across multiple years (\$28,900). Total AU Costs = \$850,000.