

Attachment B Budget Template

Category	Amount
I. Personnel Service	
a. Reassigned time (for faculty)	\$ _____
b. Summer salary (for faculty)	\$ _____
c. Staffing	\$ _____
d. Fringe benefits	\$ _____
	Total Personnel Costs: \$ _____
II. Other than Personnel Services (OTPS)	
a. Travel	\$ _____
b. Supplies	\$ _____
c. Contractual Services	
d. Guest Speakers	
e. Student Stipends	\$ _____
f. Miscellaneous	\$ _____
	Total OTPS Costs: \$ _____
	Total Budget: \$ _____

Please note – when calculating Personnel Services, the following calculations apply:

Reassigned Time for 3 credit hours = \$5,244
 4 credit hours = \$6,555
 5 credit hours = \$7,866
 6 credit hours = \$10,488

Fringe benefits for Reassigned Time = 14%
 Part-Time staff = 14%

Full Time staff are not permitted.