

Project Title:						
Project Lead:						
Primary Care Practice Name and Location:						
Project period:						
Personnel			Dollar amount requested			
Name & Institution	Role in Project	% FTE	Inst. Base Salary	Salary Requested	Fringe Benefits	Total
Dr. John Doe	Principal investigator	20%	\$100,000	\$20,000	\$5,560	\$25,560
				\$0		\$0
				\$0		\$0
<b>Personnel subtotal</b>				<b>\$20,000</b>	<b>\$5,560</b>	<b>\$25,560</b>
<b>OTHER DIRECT COSTS</b>						
<u>Equipment</u>						
<u>Supplies</u>						
<u>Other Expenses</u>						
<b>Subtotal</b>						\$25,560
Indirect Costs (15%)						\$3,834
<b>Total Costs</b>						<b>\$29,394</b>

**We strongly recommend that you prepare your budget in Excel using this example as a guide. Please contact [cdesroch@bidmc.harvard.edu](mailto:cdesroch@bidmc.harvard.edu) with any questions.**

**Budget Instructions**

1. Please review your proposed budget with the medical director of your practice.
2. To calculate the salary requested for each named person, multiply the base salary by the %FTE
3. To calculate fringe benefit amounts for each HMFP employee, multiply the salary requested by .273. Enter that amount in Column F. Add Column E and G to get the total in Column F.
4. To calculate fringe benefit amounts for each BIDMC employee, get the fringe rate from your practice administrator. Then follow the directions above.
5. Please get your financial administrator to approve if you are not planning to take salary support on the project.
6. Provide a brief description of any equipment, supplies, and other expenses and enter the costs in Column G.
7. The indirect cost rate is 15%. Please multiply 15% by your subtotal to get the indirect cost amount.