

Project Title:						
Project Lead:						
Primary Care Practice Name and Location:						
Project period:		10/1/2025-9/20/2026				
Personnel				Dollar amount requested		
Name & Institution	Role in Project	% FTE		Salary Requested	Fringe Benefits	Total
Dr. John Doe	Principal investigator	5%	\$150,000	\$7,500	\$2,085	\$9,585
Kermit the frog	clinical research coordinator	10%	\$45,000	\$4,500		\$4,500
				\$0		\$0
Personnel subtotal				\$12,000	\$2,085	\$14,085
OTHER DIRECT COSTS						
Equipment						
blood pressure monitors (\$60 X 100 monitors)						\$6,000
Supplies						
<u>Other Expenses</u>						
translating materials into French						\$3,000
printing educational materials						\$1,500
Subtotal						\$24,585
Indirect Costs (15%)						\$3,688
Total Costs						\$28,273

We strongly recommend that you prepare your budget in Excel using this example as a guide. Please contact 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, multiple 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.