**Department of Family and Community Medicine Faculty Seed Grant Program**

**Budget Narrative**

(Please work with the FCM Business Office to create your budget spreadsheet based on this Budget Narrative. Maximum allowable budget of $20,000 per application.)

**Allowable Budget Items**: Research staff, consultant fees, honoraria, participant stipends, general operations, food for a project-specific event, supplies pertaining specifically to the project, travel (if an integral part of the project objectives), marketing/printing expenses, specialized equipment pertaining specifically to the project.

**Unallowable Budget Items**: Faculty salary (academic or summer); clinical buy-out; postdoc salaries; graduate assistantships; presentations and/or travel to conferences; general purpose equipment such as computers and printers.

**Personnel** (Limited to research staff salary and fringe. Does not cover faculty salary. Name the person, describe their role on the project and tasks they will perform, and provide total FTE for the duration of the project.)

**Fringe Rate** (University approve rate of 34.7% for staff.)

**Materials and Supplies** (Project-specific items such as lab supplies, technology, research software, etc. List each item separately with a detailed description, use in project, and budgeted amount.)

**Other Expenses** (Participant compensation, advertising, assessments, meeting costs, project-specific travel, consultants, etc. List each item separately with a detailed description, use in project, and budgeted amount.)