

**REQUIRED BUDGET FORMAT FOR SOLE SOURCE GRANT PROPOSALS FROM U.S. COMPANIES**

**DIRECT LABOR COSTS:**

<u>TOR Task</u>	<u>TOR Task Name</u>		<u>Primary Contractor (Employee) Labor</u>		
			<u>Total Person Days</u> x	<u>Daily Rate*</u> =	<u>TOTAL COST</u>
I	Task _____	(Position A)	_____	_____	_____
		(Position B)	_____	_____	_____
		<b>TOTALS:</b>	_____	_____	_____

<u>TOR Task</u>	<u>TOR Task Name</u>		<u>Non-Employee Labor</u>		
			<u>Total Person Days</u> x	<u>Daily Rate**</u> =	<u>TOTAL COST</u>
I	Task _____	(Position A)	_____	_____	_____
		(Position B)	_____	_____	_____
		<b>TOTALS:</b>	_____	_____	_____

**TOTAL DIRECT LABOR COSTS:** \_\_\_\_\_

**OTHER DIRECT COSTS:**

<u>Purchased Services/Contracts***</u>	<u>Tasks</u>	<u>TOTAL COST</u>
_____	_____	_____
_____	_____	_____

<u>Travel</u>	<u>Trips</u>	<u>Trip Cost</u>	<u>TOTAL COST</u>
International Air Travel	_____	_____	_____
In-Country Air Travel	_____	_____	_____
Ground Transportation	_____	_____	_____

	<u>Trip Days</u>	<u>Per Diem Rate</u>	<u>TOTAL COST</u>
Per Diem	_____	_____	_____
Other (local travel, etc.)	_____	_____	_____
Interpreters	_____	_____	_____

<u>Other</u>	<u>TOTAL COST</u>
Reproduction and Binding	_____
Courier Services	_____
Visa Services	_____
Communication	_____

**TOTAL OTHER DIRECT COSTS:** \_\_\_\_\_

**TOTAL COSTS (DIRECT LABOR COSTS + OTHER DIRECT COSTS):** \_\_\_\_\_

**TOTAL U.S. COMPANY COST SHARE (IF APPLICABLE):** \_\_\_\_\_

**USTDA GRANT:** \_\_\_\_\_

- \* Primary Contractor (Employee) Labor Costs = Salary + Overhead + Benefits (no fee or profit)
- \*\* Non-Employee Labor Cost = Salary + Overhead + Benefits Reasonable Fee or Profit
- \*\*\* Purchased Services/ Contracts may include engineering drawings, lab work, surveys, translation, etc., which would not be included in Non-Employee Labor Cost above.

[PLEASE NOTE: BUDGET MUST COMPLY WITH USTDA NATIONAL SOURCE AND ORIGIN REQUIREMENTS, INCLUDING 20% HOST COUNTRY MAXIMUM]

## **Budget Narrative Requirements**

### **Direct Costs**

**Direct Labor** – Only salaries and wages for employees of the U.S. company submitting the proposal should be identified here. Provide the job title; the names of the individuals slated for the project team, an explanation of their experience and training which illustrates that they are qualified to perform the work and justifies the proposed daily rate; and an explanation of how each team member will support the Terms of Reference. For each team member, explain how the loaded rate was calculated.

**Other Direct Labor** – Consultants and other Non-Employee Labor should be identified here. Provide the job title; names of the individuals slated for the project team; primary organization affiliation, if applicable; experience and training that describes the individuals' capabilities for the Project and supports the proposed daily rate; and an explanation of how the individual will support the Terms of Reference. For each team member, explain how the loaded rate was calculated.

### **Other Direct Costs**

**Purchased Services/Contracts** – For each purchased service or contract, include a clear description of the work to be performed as it relates to the Terms of Reference and a separate detailed budget for each. Explain the basis for selecting each U.S. company or subcontractor.

### **Domestic and Foreign Travel**

Include the destination and its relationship to the Project and the Terms of Reference. Itemized costs must be included for each trip. Per diem must be based on U.S. Government rates, which are available on the State Department web site (<http://www.state.gov/m/a/als/prdm/>).

### **Other Expenses**

Other expenses may include such items as copying, publishing costs, and telephone calls. Provide a detailed explanation for each as to how it relates to the Terms of Reference and include calculations on how the numbers have been derived.