

Cooperator Instructions for Completing the Worksheet			ADODR Instructions
Please enter the lead investigator's name, name of cooperative institution, and the project title beginning in cells A2 through C2 of this Excel sheet. An example of a filled-in table is provided on the "Example" tab. When populating the budget table, please be as detailed in the narrative as possible, ensure sub totals add up to the total budget amount, and list both domestic and international travel. All figures must be rounded to the dollar. You may either round up or round to the nearest dollar, whichever meets your program needs. To insert additional rows, right-click on the row desired to expand and select "Insert" from the list. Choose a row normally used for data entry, not a row containing a subtotal calculation. This ensures preservation of the Excel formula. Always double check calculations when the table is completed, even if the formulas are The table below provides instructions to guide the lead investigator when preparing the budget table located on the "Worksheet" tab.			Print Worksheet as a pdf using default settings. Save the file with an appropriate file name Append Worksheet file to the Workplan file, and create a single pdf for submission.
ITEM	ITEM DETAILS	NARRATIVE	AMOUNT
Salary	List title and how much time each position will contribute to the agreement.	Briefly describe the role of each personnel need for this project.	
		Salary Total (\$) =	\$0
Benefits	List benefits as a percentage of salary.		
		Benefits Total (\$) =	\$0
Equipment	List equipment that will be purchased to perform the work. Include major items with a value of \$10,000 or more. Items you would identify as equipment but have a value of less than \$10,000 should be listed under supplies. Identify all information technology equipment, e.g., computers (considered supplies if under \$10000), and their ancillary components, regardless of value.	Briefly describe why the equipment is needed to support this project. This narrative should clearly link to the methods section.	
		Equipment Total (\$) =	\$0

Supplies	Identify supplies needed for this project. Computers are considered supplies if they are under \$10000.	Briefly describe why the supplies are needed to support this project. This narrative should clearly link to the methods section.	
		Supplies Total (\$) =	\$0
Travel	All expected travel required to conduct/support this project must be listed in detail. This would include local travel to work sites and extended overnight travel. Estimated Cost: We understand the exact cost cannot always be provided at the time the work plan is finalized. Please provide the best estimate you can currently provide. **Foreign travel must be listed separately from domestic travel**	Clearly explain how the requested travel directly supports this project. If you are requesting travel to conferences/meetings, you MUST clearly explain how it benefits the project/PPQ/stakeholders. If you are requesting multiple people to attend any conference/meetings, you MUST explain the benefit of sending each person. Foreign Travel: Foreign travel will only be authorized if necessary to meet the objectives of the award. Any foreign travel not included in this table <u>will not be authorized without prior approval</u>. All international travel must be justified in the following format: Purpose: Provide a purpose statement that explains why the travel is necessary to meet the objectives of the award. If you are requesting travel to conferences/meetings, you MUST clearly explain how it benefits the project/PPQ/stakeholders. Destination: Provide planned destination of travel.	

	Domestic Travel: MUST include a cost breakdown of the estimated cost of the travel for each planned trip. Transportation cost: Airfare and and/or mileage. Lodging: (Number of nights in each location and cost per night) Meals and Incidental Cost: (Per day MI&E cost) Other: (Other costs not outlined above)		
	International Travel: MUST include a cost breakdown of the estimated cost of the travel for each planned trip. Transportation cost: (Airfare and in country cost) Lodging: (number of nights in each location and cost per night) Meals and Incidental Cost: (Per day M&IE cost) Other: (Other costs not outlined above)		
		Travel Total (\$)	\$0

Contracts or Sub awards	List any plans for contracts or sub-agreements. Do not list contractors by name unless the cooperator has already successfully bid for the work or they are the sole source. You will need to provide justification.	Briefly explain how the contract or sub-agreement will be used in this agreement.	
		Contracts/Sub awards Total (\$)	\$0
Other	List any other resources needed for this project not included in the above categories	Briefly explain why each specified resource is needed to support this project.	
		Contracts/Sub awards Total (\$)	\$0

Total direct costs	\$0
Enter percentage of indirect	15.0%
Indirect Amount	\$0
Total Budget	\$0