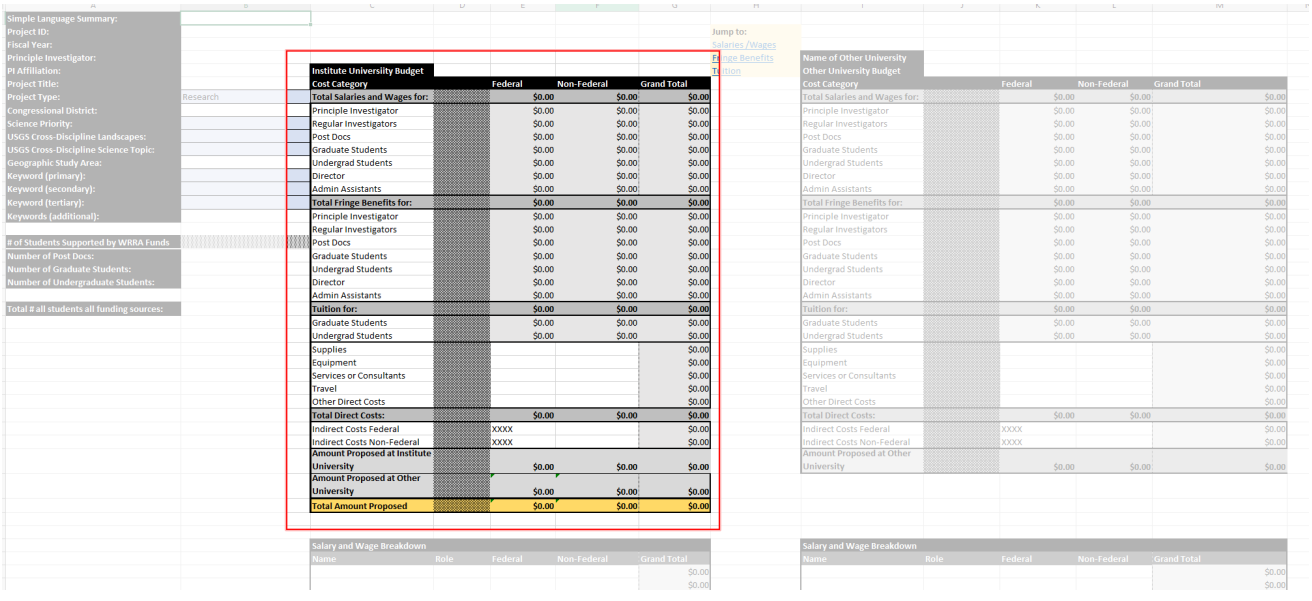
Instructions for the 104b Budget Spreadsheet



Simple Language Summary:	
Project ID:	
Fiscal Year:	
Principle Investigator:	
PI Affiliation:	
Project Title:	
Project Type:	Research
Congressional District:	
Science Priority:	
USGS Cross-Discipline Landscapes:	
USGS Cross-Discipline Science Topic:	
Geographic Study Area:	
Keyword (primary):	
Keyword (secondary):	
Keyword (tertiary):	
Keywords (additional):	
# of Students Supported by WRRA Funds	
Number of Post Docs:	
Number of Graduate Students:	
Number of Undergraduate Students:	
Total # all students all funding sources:	

Jump to:
Salaries /Wages
Fringe Benefits
Tuition

Institute University Budget				
Cost Category		Federal	Non-Federal	Grand Total
Total Salaries and Wages for:		$0.00	$0.00	$0.00
Principle Investigator		$0.00	$0.00	$0.00
Regular Investigators		$0.00	$0.00	$0.00
Post Docs		$0.00	$0.00	$0.00
Graduate Students		$0.00	$0.00	$0.00
Undergrad Students		$0.00	$0.00	$0.00
Director		$0.00	$0.00	$0.00
Admin Assistants		$0.00	$0.00	$0.00
Total Fringe Benefits for:		$0.00	$0.00	$0.00
Principle Investigator		$0.00	$0.00	$0.00
Regular Investigators		$0.00	$0.00	$0.00
Post Docs		$0.00	$0.00	$0.00
Graduate Students		$0.00	$0.00	$0.00
Undergrad Students		$0.00	$0.00	$0.00
Director		$0.00	$0.00	$0.00
Admin Assistants		$0.00	$0.00	$0.00
Tuition for:		$0.00	$0.00	$0.00
Graduate Students		$0.00	$0.00	$0.00
Undergrad Students		$0.00	$0.00	$0.00
Supplies				$0.00
Equipment				$0.00
Services or Consultants				$0.00
Travel				$0.00
Other Direct Costs				$0.00
Total Direct Costs:		$0.00	$0.00	$0.00
Indirect Costs Federal		XXXX		$0.00
Indirect Costs Non-Federal		XXXX		$0.00
Amount Proposed at Institute University		$0.00	$0.00	$0.00
Amount Proposed at Other University		$0.00	$0.00	$0.00
Total Amount Proposed		$0.00	$0.00	$0.00

Salary and Wage Breakdown				
Name	Role	Federal	Non-Federal	Grand Total
				$0.00
				$0.00

Name of Other University Other University Budget				
Cost Category		Federal	Non-Federal	Grand Total
Total Salaries and Wages for:		$0.00	$0.00	$0.00
Principle Investigator		$0.00	$0.00	$0.00
Regular Investigators		$0.00	$0.00	$0.00
Post Docs		$0.00	$0.00	$0.00
Graduate Students		$0.00	$0.00	$0.00
Undergrad Students		$0.00	$0.00	$0.00
Director		$0.00	$0.00	$0.00
Admin Assistants		$0.00	$0.00	$0.00
Total Fringe Benefits for:		$0.00	$0.00	$0.00
Principle Investigator		$0.00	$0.00	$0.00
Regular Investigators		$0.00	$0.00	$0.00
Post Docs		$0.00	$0.00	$0.00
Graduate Students		$0.00	$0.00	$0.00
Undergrad Students		$0.00	$0.00	$0.00
Director		$0.00	$0.00	$0.00
Admin Assistants		$0.00	$0.00	$0.00
Tuition for:		$0.00	$0.00	$0.00
Graduate Students		$0.00	$0.00	$0.00
Undergrad Students		$0.00	$0.00	$0.00
Supplies				$0.00
Equipment				$0.00
Services or Consultants				$0.00
Travel				$0.00
Other Direct Costs				$0.00
Total Direct Costs:		$0.00	$0.00	$0.00
Indirect Costs Federal		XXXX		$0.00
Indirect Costs Non-Federal		XXXX		$0.00
Amount Proposed at Other University		$0.00	$0.00	$0.00

Salary and Wage Breakdown				
Name	Role	Federal	Non-Federal	Grand Total
				$0.00
				$0.00

Project Data Section (Columns A and B)

A new section has been added to the budget worksheets to collect data about each project (columns A and B).

- **Simple Language Summary (B1):** Enter a summary of the project that would be understandable to an individual without specific expertise in the research topic. Please limit the summary to approximately 250 words.
- **Project ID (B2):** If your institute doesn't have a scheme for generating project IDs, we suggest using the format SS_YYYY_Name, where SS is the state/territory abbreviation, YYYY is the fiscal year, and Name is the last name of the PI. You can append a number to the PI's last name if they have multiple projects (e.g. AK_2023_Smith or AK_2023_Jones1).
- **Fiscal Year (B3):** Enter the current fiscal year.
- **Principle Investigator (B4):** Enter the name of the principle investigator.
- **PI Affiliation (B5):** Enter the name of the University with which the PI is primarily affiliated.
- **Project Title (B6):** Enter the project's title.
- **Project Type (B7):** Select the project type from the dropdown menu. Note that this has been pre-populated, but you may change it if necessary.

- **Congressional District (B8):** Enter the congressional district where the work will be performed, using the format SS-### (e.g. AK-001). You may enter multiple districts as a comma-separated list.
- **Science Priority (B9)**. Select the most relevant science priority from the dropdown menu.
- **USGS Cross-Discipline Landscapes (B10):** Select the most relevant cross-discipline landscape from the dropdown menu.
- **USGS Cross-Discipline Science Topic (B11):** Select the most relevant cross-discipline science topic from the dropdown menu.
- **Geographic Study Area (B12):** Enter the geographic study area.
- **Keywords (B13 to B16):** Select primary, secondary, and tertiary keywords from the dropdown menu. If additional keywords are needed, enter them as a comma-separated list in cell B16 *Keywords (Additional)*.
- **Student Support Breakdown (B18-22):** Enter the number of post-doc, graduate, and undergraduate students who are supported by federal funds in cells B18 to B20. Do not count students who are supported only by matching funds. Enter the grand total of all students supported in cell B22, including any students that are supported entirely by matching funds.

Budget Section

The budget section now contains two detail sections, one for the primary Institute (columns C to G) and one for sub awards to other universities (columns I to M). These are filled out identically.

As stated above, please do not edit any of the cells with grey or orange backgrounds. These are automatically populated based on data entered elsewhere on the worksheet, and modifying them may cause calculation errors.

- In the upper tables, enter financial data for *Supplies* (row 26), *Equipment* (row 27), *Services or Consultants* (row 28), *Travel* (row 29), *Other Direct Costs* (row 30), and *Indirect Costs* (rows 32 and 33).
- Either use the menu links at the top of the worksheet or scroll down to access the *Salary and Wage Breakdown*, *Fringe Benefits Breakdown* and *Tuition Breakdown* tables. For each table, provide names along with each person's role (click in the Role cell to select from a menu of roles), and then enter the Federal and Non-Federal funding amounts. Note that filling out these tables will automatically populate the corresponding section in the main table at the top of the sheet. **Please do not edit the Salaries and Wages, Fringe Benefits, or Tuition sections in the main table at the top of the sheet**.
- If a project has a sub-award to another University, please enter the name of the university in cell J4 as well as the financial information as described above.