

# **INTSORMIL Budget Guidelines**

## **Budget Template**

### **A separate budget should be developed for each fiscal year**

The following definitions should be helpful in completing the attached budget forms:

**Collaborating Countries:** List the country(ies) you work “in”, “for”, or “on behalf of” in the column heading spaces provided on the form.

**Collaborating Country expenditures** are defined as funds expended exclusively “in”, “for”, or “on behalf of” collaborating country, i.e., LDC graduate student stipend, computer for an LDC, salaries for staff or labor working in the LDC, research expenses, etc.

**Domestic expenditures** are defined as funds “in” the U.S. “for” general sorghum and/or millet improvement, i.e., a computer for a U.S. lab, a U.S. graduate student stipend, technicians, research supplies, etc. working in the U.S.

**Academic Scientist Staff** defined as U.S. university faculty in permanent or temporary positions working in the U.S.

**Other Salaries:** Clerical or any hourly labor, i.e., work-study students or field workers

**Supplies:** paper, tags, bags, computers, etc. (under \$5,000)

**Equipment:** vehicle, CO<sub>2</sub> analyzer, etc. (**any one item over \$5,000**)

**Travel:** All travel, which is done exclusively in the U.S., will be listed under U.S. International: for example travel to Mali and back, airfare will be listed under Mali; travel to Mali and Niger on the same trip, then one-half of your airfare will be listed under Mali, and the other one-half listed under Niger.

**Budget Objectives:** Indicate the percentage of your budget allocated to the seven objectives of the INTSORMIL CRSP Budget Objectives as appropriate to your project

In addition to the budget breakdown by expense, item and country, **please give a good estimate, in percent, of funds spent on sorghum, millet or other grains, as requested on the budget form.**

### **Pass thru funds**

If there are funds you want to have held at the Management Entity for direct transfer to one of our collaborating sites, you should list the amount in a separate column and mark it as “pass through funds” and list which site. These funds will then be held from your budget and passed directly to the site from the Management Entity.

For each pass thru list amount, organization, and scientist receiving funds and a short (paragraph) narrative work plan.

### ***Matching Requirements***

The Grantee will provide a minimum of 25% matching per CRSP guidelines. The following costs in a CRSP effort are excluded from the matching requirements: a) *“Funds committed under the terms of a formal CRSP host country sub-agreement, including funds for facilities, host country personnel services, and equipment and commodity purchases by a participating U.S. institution for use by a host country entity or by the U.S. institution in a host country. Funds for these costs may be held apart in research by the participating U.S. institution until expended directly to a vendor for the goods and services described. Also, the funds may be passed to the host country for its purchases and use in accordance with the agreement.* b) *Costs for training of participants as defined in ADS 253. Provisions for such training normally would be made in the formal sub-agreement.* c) *Hospital and medical costs of U.S. personnel of the CRSP while serving overseas.*

*All USAID financed costs borne by USAID that are associated with the performance of employees of participating U.S. institutions, working in the U.S. and in the developing countries on both short and long-term assignments, where federally funded under the CRSP, are program costs of the CRSP and must be matched.”*