CONTRACTUAL (list each Contract separately and provide a brief description)		$0	$0
OTHER		$0	$0
TOTAL DIRECT CHARGES			$0
TOTAL INDIRECT @ XX% of Direct Expenses (or describe method):			$0
TOTAL BUDGET:			$0

Prepared by:

NOTES:

Salaries should be listed as a full time equivalent (FTE) of 2,080 hours per year - for example an employee working .80 with a yearly salary of $62,500 (annual salary) which would compute to the sub-total column as $50,000

% of FTE should be based on a full year FTE percentage of 2080 hours per year - for example an employee listed as 50 hours per month would be 50*12/2080 = .29 FTE