

Budget proposal template

Proposal organizers:	Department:
Project name:	Date:

Project objectives

Cost elements

①	②
③	④

Direct costs

Cost type	Amount	Hours	Cost explanation	Total cost

Indirect costs

Cost type	Amount	Hours	Cost explanation	Total cost

Budget proposal template

Equipment and materials

Item type	Quantity	Unit price	Other costs	Cost explanation	Total cost

Travel and other expenses

Item type	Quantity	Unit price	Other costs	Cost explanation	Total cost

Cost summary

Direct costs	Indirect costs	Equipment and materials	Travel and other expenses	Overall total
	+	+	+	=

Signatures

	Date:
	Date:
	Date:
	Date: