**Appendix A: Budget Template**

Please detail all costs for this project as per the categories below; to add a line, insert an extra row in the relevant category. **Note that SHRF does NOT allow funding to be used for administration or overhead fees.**

|  |
| --- |
| **BUDGET FOR PROJECT: [INSERT TITLE]** |
| **A.   Employment and Compensation (including salaries, hourly wages, stipends, etc)** |  **Amount Requested**  | **Amount from other sources** |
|   |   |   |
|   |   |   |
|  |  |  |
| **TOTAL Employment and Compensation** |  $ -  | $ -   |
| **B.   Goods and Services** |  **Amount Requested** | **Amount from other sources** |
|   |   |   |
|  |  |  |
| **TOTAL Goods and Services** |  $ -  | $ -   |
| **C.   Gifts, Honoraria and Incentives** |  **Amount Requested** | **Amount from other sources** |
|   |   |   |
|   |   |   |
| **TOTAL Gifts, Honoraria and Incentives** |  $ -  | $ -   |
| **E. Other (specify)** |  **Amount Requested** | **Amount from other sources** |
|  |  |  |
|  |  |  |
| **TOTAL Other** |  $ -  | $ -   |
| **TOTAL FOR THIS PROJECT** |  $ -  | $ -   |

**MHRC Fund Disbursement Schedule:**

|  |  |  |
| --- | --- | --- |
| **Project Milestone** | **Anticipated Date of Completion:** | **Proposed Amount to be Disbursed:** |
| 1. **Signing of Contract & Submission of Ethics Approval**
 |   | $  |
| 1. **[Milestone 1]**
 |   | $  |
| 1. **[Milestone 2]**
 |   | $  |
| 1. **Final Report Submission (Recommended 10%)**
 |   | $ 2,500 |
| **Total MHRC Payout:** |  | $ 25,000 |