

TEACHER QUALITY HIGHER EDUCATION PROGRAM
Itemized Budget Page 1

CATEGORIES	TQ Funds
Personnel & Support Personnel – List each person (employee) separately	
Totals carry over to Budget Summary Page automatically-- Total Personnel & Support Personnel Costs	
Fringe Benefits – List figure amount and % for each person separately	
Totals Carry Over to Budget Summary Page automatically Total Fringe Costs	
Participant Support Costs – Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees/tuition paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.	
Totals carry over to Budget Summary Page automatically Total Participant Support Costs	

Itemized Budget Page 2

Travel for employees (Personnel and Support Personnel) – list lodging costs, meals, mileage reimbursements, etc. Per person costs should be in narrative not here.

Totals carry over to Budget Summary Page automatically **Total Travel Expenses**

Additional Costs – List each item, such as substitute teacher pay, consultant costs (including consultant travel), copying/postage, etc. Include rate and /or per person or per school costs in narrative.

Totals carry over to Budget Summary Page automatically **Total Additional Costs**

Evaluation Costs – List external evaluator and associated costs (e.g. travel).

Totals carry over to Budget Summary Page automatically **Total Evaluation Costs**

Supplies – Please attach a detailed list at the end of this budget

Totals carry over to Budget Summary Page automatically **Total Materials and Supplies**

IMPROVING TEACHER QUALITY PROGRAM

PROPOSED BUDGET SUMMARY

Totals from Itemized Budget will automatically come here

Institution:

Address of Department or School:

Budget Office Address:

Contact Person in Budget Office (Name and telephone #):

Project Title:

TEACHER QUALITY CATEGORIES TO BE USED ON ALL INVOICES

**Requested TQ
Funds**

1. Personnel

2. Fringe Benefits

3. Participant Support Costs

4. Travel

5. Additional Costs

6. Evaluation Costs (at least 3%)

7. Supplies

8. Subtotal (Lines 1-7)

9. Indirect Costs

Use the restricted indirect cost rate of 8% of Modified Total Direct Costs, your institution's federally negotiated rate, *whichever is lower*.

Please note: Participant Support Costs, tuition, and a portion of each subaward in excess of \$25,000 should be excluded from the indirect cost calculation.

To calculate indirect costs:

Subtotal (Line 8) - Participant Support Costs (Line 3) x 8%

Grand Total (Line 8 + Line 9)