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**Budget Instructions and Budget Template**

For each budget item, please provide the following information using the budget template provided:

1. The requested dollar amount.
	1. Specify how the funds are allocated (see examples below) and
	2. Provide a justification for each expense.
2. Include only the amount requested from the APA under the amount requested column.
	1. Note: This should *not* include overhead (indirect costs), salary for the PI or mentors, or equipment for long-term use (e.g., computers).
3. Include any in-kind contributions or expenses that will be covered under a different grant in the in-kind column.
4. Travel: RAPID covers up to $1,000/person for travel to PAS as well as up to $495 for PAS registration. Receipts for these costs can be submitted to the APA office for reimbursement. Local travel may be justified for projects involving primary data collection. If travel is covered by another source, please make sure that is clearly stated.

Budgets are evaluated based on

1. Whether they are within the funding limits. Projects that exceed the specified limit will not be reviewed.
2. Whether the resources are appropriate for the work proposed.
3. Projects with budgets that are justified appropriately within the limit (e.g. a secondary analysis) may be given additional consideration.

Projects with budgets that exceed the specified limit from APA will not be reviewed.

**Specific Instructions:**

The sample budget table below includes many common categories but is not exhaustive. Additional categories may be considered, provided they are not explicitly excluded from the award.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Detail** | **In-kind (optional)** | **Amount requested from APA** | **Total Amount** | **Justification** |
| Research Assistant | (rate/hour \*number of hours OR percent effort \* duration; tasks) |  |  |  |  |
| Equipment\* | (not computer, but project specific such as digital recorder for qualitative data collection) |  |  |  |  |
| Transcription | (rate \* time \* number of subjects) |  |  |  |  |
| Remuneration | (amt/subject \* number of subjects) |  |  |  |  |
| Postage | (amt /mailing \* number of mailings) |  |  |  |  |
| Software, type | (number of licenses) |  |  |  |  |
| Supplies | (specify) |  |  |  |  |
| Consultant, name | (time and role) |  |  |  |  |
| Local travel | (miles/trip\* number of trips \* Fed rate) |  |  |  |  |
| PAS travel | (max $1500) |  |  |  |  |
| Research training\*\*\* | (specific course, dates, location) |  |  |  |  |
| **TOTAL** |  |  |  |  |  |