

**Sample Budget Format for Full Proposal Stage**  
**Year 1 (or by Fiscal Year)**

Item	Requested from CCIAP	From other Sources		Total Cost
		Cash	In-kind	
Salaries				
i) principle investigator (state time eg. 1 year)	0	0	40,000	\$40,000
ii) post doctoral fellow (1 year)	\$20,000	\$10,000	0	\$30,000
iii) research assistant (16 weeks)	0	0	5,500	5,500
iv) contractor -wkshop facilitator	0	2,500	0	2,500
v) ....				
Travel				
i) field work - The Pas (airfare, hotel, car, food)	1,500	500	0	2,000
ii) field work - Regina (airfare, hotel, car, food)	2,000	0	0	2,000
ii) stakeholder meeting - Saskatoon - airfare hotel etc for research team	0	1,000	0	1,000
Non-capital materials, supplies				
i) sample containers, office supplies etc)	0	1,000	0	1,000
ii) time on lab equipment	0	0	2,000	2,000
Stakeholder Meeting				
i) room rental	500	0	0	500
ii) transportation support for stakeholders	1,500	1,500	0	3,000
Computer support & software				
i) GIS technician for compiling (amount of time)	2,500	0	2,500	5,000
ii) specialty software licence (2 years)	0	0	2,000	2,000
Other Expenses				
i) government document search				
ii) administration/overhead (15%)*	3,000	0	0	3,000
<b>Year 1 Total</b>	<b>31,000</b>	<b>16,500</b>	<b>52,000</b>	<b>99,500</b>

\* not acceptable for federal projects

**Year 2**

Item	Request from CCIAP	Other Sources		Total Cost
		Cash	In-kind	
Report Preparation				
i) translation	0	0	2,000	2,000
ii) printing	500	0	0	500
<b>Year 2 Total</b>	<b>500</b>	<b>0</b>	<b>2,000</b>	<b>2,500</b>
<b>Project Total (year 1 &amp; 2)</b>	<b>31,500</b>	<b>16,500</b>	<b>54,000</b>	<b>102,000</b>

## Sources of Funding

### Cash

- i) Requested from the Climate Change Impacts & Adaptation Program: \$aaaaa
- ii) Grants (eg; NSERC, SSHRC, Foundation etc.)
- iii) Stakeholder XYZ: \$xxx
- iv) Govt agency ABC: \$yyyy
- v) Stakeholders covering own travel costs to meeting: \$ 1,500

### In-kind

- i) Ag research agency (0.5 PY researcher time) Value: \$xx,xxx
- ii) University lab (x hours of use) Value: xxxx
- iii) Govt agency (translation costs) \$2,000