



Maine EPSCoR's SEANET Budget Instructions

- The maximum award request for Maine EPSCoR Seed Grant for 2017 is \$20,000.
- A minimum 20% match is also required and can be met with direct or in-kind support. A match can be meet by estimating in-kind, (non-cash), and contributions to the project, with a cash match or with a combination of an in-kind and cash match.
- Awards are contingent upon a review process, the applicability of the scope and nature of the project, and the availability of funds.
- A budget justification is required. A budget justification is a breakdown of your proposed budget in a narrative format, and is used to "justify" the expenses identified for the project. Budget narratives need to withstand the scrutiny of grant reviewers. The budget justification should:
 - Provide as much detail and justification as necessary.
 - Be organized in the order of the line items in the detailed budget (spreadsheet).
 - Explain why each of the items are needed to accomplish the scope of work. Please do included an itemized list of equipment. Only items listed in the grant proposal will be considered an allowable cost if an award is made.
 - For personnel costs, explain each individual's salary and time commitment (# months) in relation to their role. Specify any fringe benefit rates.
 - Travel costs should include a destination and a breakdown (i.e. mileage, etc.). The current allowable University of Maine rate is \$0.44 per mile.
 Awardees will only be granted travel reimbursement based on this fixed rate per mile.
 - ME EPSCoR funds cannot be used to purchase food. This expense can be part of the match.
- Please confer with the Maine EPSCoR office for any questions about allowable costs, or if you need assistance in filling out this table.



Maine EPSCoR's SEANET Budget Form



Please outline the expenses of your project in the table below. In addition to this table please detail your expenses in your Budget Justification, including the breakdown of the direct expenses, details on who will be paid and what they will be doing on the grant.

Personnel Budget Item:	ME	Cash	In-Kind	Total Cost
(List each paid personnel	EPSCoR	Match	Match	
separately)	Funds			
Fringe benefits: (as				
applicable)				
Subtotal Personnel				
Other Direct Expenses				
Materials & Supplies				
Small Equipment (<\$5,000)				
Printing/copying/mailing				
Travel In-State Only				
Professional services				
Space Rental				
Other: Rentals				
Other: Speaker Fees				
Other: Food	N/A			
Other:				
Other:				
Other:				
Subtotal other direct				
expenses:				
Total personnel & Direct				
expenses:				