

## International Budget Checklist

This tool was created to assist with international budget considerations. It is not all-inclusive and not everything is applicable to all projects.

- |           |   |                          |                          |
|-----------|---|--------------------------|--------------------------|
| <b>1.</b> | <b><u>* Personnel (Salaries: Annual, Academic Year, Summer)</u></b>     |                          |                          |
|           | a. Program Director   | <input type="checkbox"/> | <input type="checkbox"/> |
|           | b. Principal Investigator/Researcher                                    | <input type="checkbox"/> | <input type="checkbox"/> |
|           | c. Key Personnel  | <input type="checkbox"/> | <input type="checkbox"/> |
|           | d. Project Administrator  | <input type="checkbox"/> | <input type="checkbox"/> |
|           | e. Graduate Assistant   | <input type="checkbox"/> | <input type="checkbox"/> |
|           | f. Other Personnel _____  | <input type="checkbox"/> | <input type="checkbox"/> |
|           | g. EBD-Employee Biographical Data Sheet                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2.</b> | <b><u>Short Term Technical Assistance (STTA)</u></b>                    |                          |                          |
|           | a. Faculty (Salaries: Annual, Academic Year, Summer)                    | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3.</b> | <b><u>Fringe Benefits</u></b>   |                          |                          |
|           | a. Program Director %   | <input type="checkbox"/> | <input type="checkbox"/> |
|           | b. Principal Investigator %   | <input type="checkbox"/> | <input type="checkbox"/> |
|           | c. Key Personnel %  | <input type="checkbox"/> | <input type="checkbox"/> |
|           | d. Project Administrator %  | <input type="checkbox"/> | <input type="checkbox"/> |
|           | e. Graduate Student Assistant (Health Benefits)                         | <input type="checkbox"/> | <input type="checkbox"/> |
|           | f. STTA Faculty (Annual, Academic Year, Summer) %                       | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4.</b> | <b><u>Overseas Allowances</u></b>                                       |                          |                          |
|           | a. Cost of Living Allowances:   |                          |                          |
|           | ➤ Post (Cost of living), "COLA"   | <input type="checkbox"/> | <input type="checkbox"/> |
|           | ➤ Education Allowance   | <input type="checkbox"/> | <input type="checkbox"/> |
|           | b. Recruitment and Retention Incentives:                                |                          |                          |
|           | ➤ Post Hardship Differential  | <input type="checkbox"/> | <input type="checkbox"/> |
|           | ➤ Danger Pay Allowance (if applicable)                                  | <input type="checkbox"/> | <input type="checkbox"/> |
|           | c. Quarters Allowances:   |                          |                          |
|           | ➤ Living Quarters Allowance   | <input type="checkbox"/> | <input type="checkbox"/> |
|           | ➤ Temporary Quarters Subsistence Allowance                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5.</b> | <b><u>Domestic Travel (for all personnel travelling)</u></b>            |                          |                          |
|           | a. Mileage  | <input type="checkbox"/> | <input type="checkbox"/> |
|           | b. Car Rental   | <input type="checkbox"/> | <input type="checkbox"/> |
|           | c. Airfare  | <input type="checkbox"/> | <input type="checkbox"/> |
|           | d. Railway  | <input type="checkbox"/> | <input type="checkbox"/> |
|           | e. Per diem (M&IE, lodging)   | <input type="checkbox"/> | <input type="checkbox"/> |
|           | f. Ground transportation/Airport parking                                | <input type="checkbox"/> | <input type="checkbox"/> |
|           | g. Other miscellaneous (communication, etc.)                            | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>6.</b> | <b><u>International Travel (for all personnel travelling)</u></b>       |                          |                          |
|           | a. Airfare: US-XXXX   | <input type="checkbox"/> | <input type="checkbox"/> |
|           | b. Per diem (M&IE, lodging)   | <input type="checkbox"/> | <input type="checkbox"/> |
|           | c. Ground transportation/Airport parking                                | <input type="checkbox"/> | <input type="checkbox"/> |
|           | d. Passports (usually not allowable-refer to RFP)                       | <input type="checkbox"/> | <input type="checkbox"/> |
|           | e. Medical (country specific medication required for travel)            | <input type="checkbox"/> | <input type="checkbox"/> |
|           | f. Other miscellaneous (communication, in-country transportation, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
|           | g. Defense Base Act (DBA) insurance (2% on salaries, if applicable)     | <input type="checkbox"/> | <input type="checkbox"/> |
|           | h. Health insurance (if applicable)                                     | <input type="checkbox"/> | <input type="checkbox"/> |
|           | i. Vaccines/Immunizations   | <input type="checkbox"/> | <input type="checkbox"/> |
|           | j. Visa costs   | <input type="checkbox"/> | <input type="checkbox"/> |

## International Budget Checklist

	<u>Included</u>	<u>N/A</u>
<b>7. <u>Participant Support Costs</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. <u>Chief of Party/Key Personnel</u></b>		
a. Home Leave (after 18 months of continuous service at post)	<input type="checkbox"/>	<input type="checkbox"/>
b. R&R (serve at post min. two years unbroken by home leave)	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. <u>Subcontracts</u></b>		
a. Budget	<input type="checkbox"/>	<input type="checkbox"/>
b. Budget Justification	<input type="checkbox"/>	<input type="checkbox"/>
c. Statement of Work	<input type="checkbox"/>	<input type="checkbox"/>
d. Signed Sub-Recipient Commitment Form	<input type="checkbox"/>	<input type="checkbox"/>
e. Copy of Negotiated Indirect Cost Rate Agreement, or <i>de minimus</i> rate	<input type="checkbox"/>	<input type="checkbox"/>
f. Current Audit Report (within last 21 months)	<input type="checkbox"/>	<input type="checkbox"/>
g. Check in System for Award Management (debarred/excluded party)	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. <u>In-Country Office (if applicable)</u></b>		
a. In-country Office Director	<input type="checkbox"/>	<input type="checkbox"/>
b. In-country staff or field staff	<input type="checkbox"/>	<input type="checkbox"/>
c. Office space rental	<input type="checkbox"/>	<input type="checkbox"/>
d. Telephone/fax/internet	<input type="checkbox"/>	<input type="checkbox"/>
e. Express mail service	<input type="checkbox"/>	<input type="checkbox"/>
f. Photocopy (monthly)	<input type="checkbox"/>	<input type="checkbox"/>
g. Misc. office supplies including detergents	<input type="checkbox"/>	<input type="checkbox"/>
h. Office computers, printers, fax machine	<input type="checkbox"/>	<input type="checkbox"/>
i. In-country consultants	<input type="checkbox"/>	<input type="checkbox"/>
j. In-country travel for field staff ( <i>per diem</i> , lodging)	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. <u>Equipment</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. <u>Other Direct Costs</u></b>		
a. Materials and Supplies	<input type="checkbox"/>	<input type="checkbox"/>
b. Copy/Print Services	<input type="checkbox"/>	<input type="checkbox"/>
c. Publications	<input type="checkbox"/>	<input type="checkbox"/>
d. Consultants/Contractors (translators, field workers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
e. Vehicle, long-term rent or own	<input type="checkbox"/>	<input type="checkbox"/>
➤ Maintenance (oil change, tires, brakes, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
➤ Insurance	<input type="checkbox"/>	<input type="checkbox"/>
➤ Shipping cost (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
➤ Licenses	<input type="checkbox"/>	<input type="checkbox"/>
➤ Gas	<input type="checkbox"/>	<input type="checkbox"/>
➤ Other fees	<input type="checkbox"/>	<input type="checkbox"/>
f. Foreign auto physical damage insurance	<input type="checkbox"/>	<input type="checkbox"/>
g. Workshop/facility cost (food, room rental)	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. <u>Facilities and Administrative Cost (F&amp;A)/Indirect Costs</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. <u>Budget Justification:</u></b>	<input type="checkbox"/>	<input type="checkbox"/>