

Cornell Atkinson – Budget Template Instructions

Do not change template format or formulas. Do not use greyed-out cells.

Ensure the items & amounts for each expense in your budget justification match those outlined within your budget spreadsheet. You will receive the amounts listed on the spreadsheet.

Header (A3-L8): Please make sure you complete each field (including advisor name, departmental business representative, project start/end dates, duration, etc.)

Sections A & B: Cornell Personnel Only – Include them in your Budget Justification:

- Do not use the greyed-out cells here (or anywhere else in the template).
- Row 24 remains open for you to use if your project will include undergraduate students.
- The FTE column represents the number of individuals and their amount of effort within each year of the award (ex: 1 for a full-time undergraduate, 0.5 for a half-time undergraduate)

Sections C & D: Do not use.

Section E: Provide purpose of travel and detailed information regarding travel in your budget justification. How many travelers, destination, projected cost of transportation, lodging, meals, other misc. cost associated with the travel. Enter the amounts associated with travel expenses in cells H31 & J31 (if applicable).

Section F: This section is for workshops sponsored by the Cornell Atkinson awardee. Provide a detailed explanation for each category in your budget justification; stipends (how many/to whom); travel (how many attendees); subsistence (how many attendees); other (explain). Enter the corresponding amounts within the spreadsheet.

Section G: Materials/Supplies (add a detailed explanation of what will be needed in your justification).

Computer Services (for both Cornell and non-Cornell vendors, provide rates).
Funds are not allowed to be used for computer hardware (laptops, workstations, printers).

Publications (provided detailed description and cost in justification; maximum of \$3K permitted for entire project; enter in spreadsheet cell G4).

Other - provide detailed description in justification and cost for each.

Section H – J: No action required

Section K: Enter non-Cornell Atkinson funding for your project here (if applicable).

Contact [Donna Jenney and Kurt Fritjofson](#) with any questions.