DROP BUDGET GUIDELINES

Award Component 1, up to $35,000: The EWC awards each researcher up to $35,000 for research in a Pacific Development Member Country. The funds can be used for tuition and/or fees for home institution, books, living expenses, equipment, travel (including visas), internet service, supplies, software, language interpretation/translation, and other expenses that are directly related to conducting this research.

Applicants must provide the following two elements as part of the budget submission:

- Detailed Line-Item Budget and,
- Budget Narrative

After an initial advance, funds will be released quarterly based on acceptable fiscal accounting and progress reports.

Detailed Line-Item Budget (See Budget Template Sample)

Applicants must provide a detailed line-item budget (in Microsoft Excel or similar spreadsheet format) outlining specific cost requirements within each of the summary budget categories.

- 10 pt. font or larger; must fit on 8x11 letter sized paper, not legal size
- The budget should be for the **entire research study period of Award Component 1**. Successful applicants will be asked to provide an updated budget after the award is signed and will work with the East-West Center to complete a budget for Award Component 2.
- All line items must be described in the budget narrative

The Budget Template Sample provided is an example of the required format, but is not exhaustive: your budget might have additional items not listed here. Please edit it to reflect your planned expenditures.

Budget Narrative

Include a budget narrative to explain each line-item and how the amounts were derived, as well as the source and description of all costs listed in the budget.

Budget Categories

Housing/Maintenance: Anticipate monthly housing, utilities, communications, insurance, food and other maintenance costs based on the place you will reside. Lodging costs will be verified by the EWC and validated with payment receipts or a lease/rental agreement.

Travel: Travel expenses, including international and in-country travel, domestic U.S. travel, if any, and per diem/maintenance. Includes lodging, meals and incidentals for both awardee and contractors (such as interpreters) as well as immunizations and visa costs associated with program travel.

Travel costs must be below these per diem rates: https://www.gsa.gov/travel/plan-book/per-diem-rates

Airfares should be based most economical and direct routes. Economy class. All travel must be in compliance with the Fly America Act.

Equipment (purchase or rental)–defined as tangible personal property having a useful life of more than one year and an acquisition cost of $5000 or more.

Supplies: List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: $50/month x 50% = $25/month x 12 months).

Contractual (e.g., interpreters, translation services, labwork, research, transcription): Please provide a detailed line-item breakdown explaining specific services. If relevant, provide the same level of detail for all line items (personnel, travel, supplies, direct costs, etc.) required of the direct applicant.

Other Direct Costs: These will vary depending on the nature of the project. Justify each in the budget narrative. Can include tuition and fees at your university.

 EWC WILL NOT CONSIDER budgeted line items for:

- Any unallowable costs such as support for family members, indirect cost of organization, etc.
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- Alcoholic beverages

Before grants are awarded, the East West Center reserves the right to reduce, revise, or increase proposal budgets in accordance with the East-West Center's program needs and availability of funds.

Distribution and Documentation/Accountability Requirements

- All expenditures must be in line with the approved work plan (WP) activities and budget. Any changes to the budget contained in the WP will be permissible only when agreed upon in advance and in writing with EWC.
- A funding certification form will need to be submitted together with the quarterly progress report to EWC within 15 days after the end of each quarter.
- It is important to ensure that there is an audit trail back to the project activities by ensuring proof of payment and proof of goods and services received for all expenditures reported.
- Any payments made should be supported by documentation providing sufficient details of payment and purposes of payment with a clear linkage to WP activities.