

Appendix B: Budget and Annual Report Template Proposal Application Instructions

Instructions

OVERALL INSTRUCTIONS - ALL TABS

- Please enter all figures in U.S. dollars (\$USD).
- This budget should reflect only funds requested from the foundation.
- Some cells have "pull down" restricted choices, indicated by down arrow to right of cell (when selected). Click on the down arrow to select from the available options.
- **CAUTION:** This template can be used to create either a budget with a 1 to 5 year timeline or a 6 to 10 year timeline according to the "Budget Timeline" setting on the "General Information" tab. Please note that if values are added for years 6 through 10 when in the "6 to 10 years" budget timeline mode and then the "1 to 5 years" budget timeline mode is selected, the **hidden values for years 6 through 10 will still count towards the budget totals**.
- If your project is approved for funding, the "Annual Report" tabs will be used for providing progress information to the foundation. These tabs are not to be used for the proposal process. (See Blue Progress Report tabs for format)
- You will be asked to report against each cost category by objective (i.e. Direct FTE Costs, Direct Travel, Direct Supplies & Other, Direct Consultants, and Sub-Awards)

SUMMARY TABS (green tabs 1 and 2)

- NO DATA ENTRY is required on these tabs
- **The Financial Summary and Objective Summary tabs will automatically calculate based on inputs from the following Data Input Tabs.**
Please do not modify the summary tabs.

DATA INPUT TABS (yellow tabs 3 - 8)

All Yellow Cells Are Data Input Cells. Do not enter data in a cell that is not yellow.
If you are copy/pasting into yellow input cells make sure you paste VALUES only (Alt+h,v,v).
If you need to clear the contents of a cell do not cut the contents, please simply delete the content.
If you need additional rows, there are additional rows you may unhide and use. You cannot insert or delete rows, but you may hide/unhide them.

General information (tab #3):

- Proposal Submission Date - Please enter the date this proposal budget is to be submitted to the Bill & Melinda Gates Foundation.
- Organization - Please enter the legal name of your organization.
- Project Title - Please enter the title of the project (this should match the title on the proposal form).
- Projected Start Date - Enter the date you anticipate starting the project.
- Budget Timeline - Select either the "1 to 5 years" template or the "6 to 10 years" template based on the timeline of the budget being proposed.. Please note that selection via this dropdown launches a macro that hides/unhides the columns for value entry for years 6 through 10 in all workbooks of the template. If macros do not work on your system you can do this operation manually by (for hiding columns) selecting the Years 6 - 10 columns on any worksheet, right clicking your mouse and choosing the "Hide" pop-up menu option, or (for unhiding columns) selecting the Year 5 column as well as the column immediately to its right on any worksheet, right clicking your mouse and choosing the "Unhide" pop-up menu option.
- Organization Headquarters - Enter the location (city and country) of your organization's headquarters
- Exchange Rate Conversion Assumption USD/Local - If applicable, please enter USD/Local foreign exchange rate assumptions used to translate the budget in local currency to US dollars. These assumptions are for documentation purposes, and do not drive any budget calculations.
- Does your organization have indirect costs? - If "yes", the Foundation will reimburse indirect costs in accordance with Foundation policy.
[CLICK HERE for the Bill & Melinda Gates Foundation Indirect Cost Policy](#)
- Indirect Costs Institution Type - Please enter your institution type from the following choices (using pull down menu): US University, Government, Other (includes NGOs and Non-US Universities); or For-Profit
- Actual indirect cost rate (enter as percentage) - Enter your actual indirect cost rate as a %. You may enter 0% if you have no indirect costs.
- Maximum Indirect Cost Rate Allowed Per Foundation Policy - Calculated Field - Not Data Entry. This calculates the maximum allowable indirect cost rate per the Foundation Policy.
- Non-US Grantees Only - Will there be funds expended in the US? - Enter yes, no, or not applicable (N/A) . Please especially consider if there will be any travel funds expended in US. This includes funds spent for travel to/from the US, payments for consultant services in the US, etc.. The foundation is required to report on such spending.
- Optional - Your organization may choose to have a lower indirect cost rate applied to its subaward expenditures than the actual / allowable indirect cost rate provided by the foundation. This alternate rate can be entered by overwriting the default rate in cell E31 on the General Information tab.

Direct Full Time Equivalent (FTE) Costs tab (tab #4):

- Primary/Sub - Please indicate whether an FTE is from the primary grantee organization or a sub-awardee organization. Please list primary grantee personnel first, and then list subs. Please do not enter any dollar amounts in the grayed out cells. Primary grantee's FTE costs are rolled up into the Total Personnel line item of the budget spreadsheet. Total costs for sub-awardee personnel will be included in various line items for each sub-contract or sub-grant in the "Sub-awards" tab.
- Objective - Please choose from the dropdown box to indicate to which objective this person will be allocated. The number of objectives in the budget should match what you have written in the proposal. Please note project management should not be confused with indirect costs (e.g. CEO, Executive Director, etc. should be part of indirect costs).

Appendix B: Budget and Annual Report Template Proposal Application Instructions

- Name - Please include the name of each individual working on this project. For individuals yet to be hired, please enter "TBD 1", "TBD 2", and so on so that there is a unique number following each TBD employee. If you expect an employee to work on more than one objective, please list their name and relevant information on a separate line for each objective. Please ensure that the total allocation for this employee does not exceed 1.0 FTE.
- Title - Please enter a title that describes the individual's function/role on the project.
- Rationale - Please include a brief rationale for funding this position on the project.
- Starting Salary - Please enter the starting salary in starting year dollars (e.g. if this employee will work for the first time in year one, the calculations will inflate the salary appropriately for the salary after year one; whereas if year 3 is the first time this employee will work, the calculations will inflate the salary appropriately for years 4 and onwards). For example, if the starting date is year two, enter the estimated dollars for the starting year two, and so on. This number should not include allocations for Facilities, IT, or other indirect costs.
- Fringe % - Please enter the fringe rate as a percentage of an employee's salary. This can be an individual percentage or an average percentage applied to all employees. The fringe rate would typically include non-wage compensation such as retirement, health insurance, as well as payroll taxes.
- Annual Salary Inflation - Please enter the assumption for inflation applied to salaries. Inflation factors can be entered by individual; however, if a different rate is applied to different individuals you must provide the rationale for this in the budget narrative.

Once these data are entered, the spreadsheet will calculate the costs by employee including salary, fringe, and salary inflation factors. Please do not modify these calculations.

Direct Travel Costs (tab #5):

- Objective - Please choose from the dropdown box to indicate to which objective this travel will be allocated. Typically, the travel should go to project management; however, if the travel cost is directly attributable to one objective please indicate by choosing the appropriate objective in the dropdown box. Please note project management should not be confused with indirect costs (e.g. should not include general organization travel not associated with this particular project).
- To/From - Please indicate where the travel will originate and to what destination the travel is planned (example, "Boston/Seattle")
- Airfare - Please enter the assumed airfare for each trip in starting year dollars (e.g. if this particular to/from trip were taken for the first time in year one, the calculations will inflate the airfare appropriately for trips taken after year one; whereas if year 3 is the first time this particular to/from trip is taken, the calculations will inflate the airfare appropriately for trips in years 4 and onwards)
- Per Day Expenses - Please enter the estimated per day costs for hotel, meals, ground transport, and other travel costs. Please address the composition of the per day costs in the budget narrative.
- Annual Per Person Expenses - Please enter the estimated expenses which are dependent on the number of people, but not the number of trips (for example inoculations, which may be required annually, even if several trips are taken over the course of the year). If these expenses are incurred multiple times (for example the need for inoculation against several diseases) then put the total cost per person (e.g., if need 2 inoculations per person at a cost of \$10 each, enter \$20).
- Duration (Days) - Please enter the number of days for each trip.
- Annual Airfare Inflation % - If budgeting for multiple instances of the same trip in different years on one row, you may enter an annual inflation factor for airfare. Enter as a percentage.
- Annual Per Day/Person Expected Inflation % - If budgeting for multiple instances of the same trip in different years on one row, you may enter an annual inflation factor for per day expenses (as a percentage).
- Number of Participants - Enter the number of participants for a given trip per year.
- Number of Trips - Enter the number of trips per person per year

Once these data are entered, the spreadsheet will calculate the travel costs per year. Please do not modify these calculations.

Direct Consulting (tab #6):

Direct Consultants - A consultant is hired to provide advice and/or provide assistance with procedures, strategy, legal services that are directly attributable to the project, etc. If you have a specific expense in question please contact your Program Coordinator for additional direction.

- Objective - Please choose from the dropdown box to indicate to which objective this consultant will be allocated. Typically, the consulting costs should go to project management; however, if it is allocable to a specific objective please indicate which objective it supports. Please note project management should not be confused with indirect costs (e.g. organization-wide, non-specific legal fees, audit fees, etc).
- Consultant - If known, enter the name of the consultant or the consulting firm providing the service, otherwise please specify "TBD".
- Description - Please enter a description of the work effort.
- Daily Rate - Please enter a daily rate for the consultant. For rates other than daily rates please convert rates to daily rates.
- Days - Please enter the number of days the consultant will be employed on this project by year.
- Expense Estimates - Please enter the estimated expenses (travel, supplies, etc.) the consultant will incur on this project by year. These are expenses for which your organization will be billed by the consultant. If your organization will pay for any consultant expenses directly, these must be listed on the appropriate tab (Travel, Supplies, etc.)

Once these data are entered, the spreadsheet will calculate the consultant costs per year. Please do not modify these calculations.

Direct Supplies and Other (tab #7): Note there are two sections:

1) Direct Supplies, Equipment, Services & Other > \$10,000/Year/Line Item - These are multiple items with an aggregated cost greater than or equal to \$10,000 per year per supply type.

- Objective - Please choose from the dropdown box to indicate to which objective these supplies or services will be allocated. Please note project management should not be confused with indirect costs (e.g. general operating supplies should be included in indirect costs).
- Item(s) - Please enter the item required, and the unit of measure used in the cost per unit column (i.e., per day, per hour, per test, per FTE)
- Type - Please specify whether the item(s) should be categorized as equipment (individual item has a cost of \$5,000 or more with a useful life of greater than one year)
- Description - Please enter a brief description of the item's use in the project.

Appendix B: Budget and Annual Report Template Proposal Application Instructions

- Cost Per Unit - Please enter the assumption for the cost per unit. (As noted above, please describe the unit of measurement in the "Item" column)
- Quantity - Please enter the estimated quantity required for use on the project by year.

Once these data are entered, the spreadsheet will calculate the supplies and services costs per year. Please do not modify these calculations.

2) Direct Supplies, Equipment, Services & Other < \$10,000/Year/Line Item - These are supplies with an annual cost less than \$10,000 per year per line item.

- Objective - Please choose from the dropdown box to indicate to which objective these supplies or services will be allocated. Please note project management should not be confused with indirect costs (e.g. general operating supplies should be included in indirect costs).
- Item(s) - Please enter the item (or type of item, if you'll be purchasing many units of the same item) required
- Type - Please specify whether the item(s) should be categorized as equipment (individual item has a cost of \$5,000 or more with a useful life of greater than one year)
- Description - Please enter a brief description of the item's use in the project.
- Supplies Dollars - Please enter the total amounts for each line item by year. Each total by year should be less than \$10,000.

Please place any other miscellaneous terms which do not clearly fit in other tabs into this tab. Please note that "miscellaneous" is not an allowable entry for a line item. The item must be described.

Note: Any single item with a cost of \$5,000 or greater with a useful life of greater than one year is defined as Equipment.

Sub-Awards (tab #8)

This tab will be used to break down each sub-award into multiple lines, to show the cost breakdown by Objective, Project Mgmt, or Indirect.

If Sub-awardees will be working on multiple objectives, enter as many lines as needed for each subaward, to capture budget for each Objective, Project Management, and Indirect Costs.

Please note there are two tables, one for sub-contracts and one for sub-grants.

For each sub-award totaling in excess of \$1 million entered on this tab, a separate supporting Appendix B template will be required, unless otherwise directed by your Program Officer.

Sub-contracts (1st Table) - *If you have questions about whether a sub-awardee should be classified as a sub-contractor or a sub-grantee please contact your Program Coordinator, so that the appropriate foundation personnel can help you with this determination.*

- Objective - Using the dropdown box, indicate the objective to which this sub-contractor will contribute. If the contractor will work on multiple objectives, please enter a line for each objective that the sub-contractor will contribute to. Also use pulldown box to enter the total indirect costs of the subcontractor.
- Organization - Please enter the legal name of the sub-contractor. Please be consistent with this name across all line items relating to that sub-contractor.
- Description - Please enter a brief description of the work to be performed by the sub-contractor for the objective listed. Leave blank for Indirect Costs.
- Sub-contract Dollars - Please enter the amount attributable to the specific objective or indirect cost for each year.

Sub-grants (2nd Table) - *If you have questions about whether a sub-awardee should be classified as a sub-contractor or a sub-grantee please contact your Program Coordinator, so that the appropriate foundation personnel can help you with this determination.*

- Objective - Using the dropdown box, indicate the objective to which this sub-grantee will contribute. If the sub-grantee will work on multiple objectives, please enter a line for each objective that the sub-grantee will contribute to. Also use pulldown box to enter the total indirect costs of the sub-grantee.
- Organization - Please enter the legal name of the sub-grantee. Please be consistent with this name across all line items relating to that sub-grantee.
- Description - Please enter a brief description of the work to be performed by the sub-grantee for the objective listed. Leave blank for Indirect Costs.
- Sub-award Dollars - Please enter the amount attributable to the specific objective or indirect cost for each year.

Progress Report Tabs (Blue Tabs) - INFORMATION FOR POTENTIAL FUTURE USE

The three tabs at the end ("**Annual Report Instructions**", "**Annual Report Information**" and "**Annual Financial Report**") are included to provide information on the financial reporting format (if a grant is awarded). This format is subject to change. These tabs are NOT to be used for the initial proposal submission, but are informational only.

Appendix B: Budget and Annual Report Template

Summary by Budget Category

Organization Name:	World Institute of Global Health
Project Title:	Simulation modeling of the epidemiological impact and cost effectiveness of malaria interventions
Total Requested Amount (US \$):	\$6,028,905
Submission Date:	1-Feb-2012

Budget Category	Budget (in \$ US Dollars)						% of Total	
	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Directs	% of Grand Total
Total Direct FTEs	632,750	651,733	671,284	691,423	712,166	3,359,356	63%	56%
Total Direct Travel	20,300	21,315	22,381	23,500	24,675	112,170	2%	2%
Total Direct Consulting	17,000	-	-	-	-	17,000	0%	0%
Total Direct Supplies and Other	102,000	144,000	144,000	-	-	390,000	7%	6%
<i>Total Direct Supplies & Other >\$10k</i>	90,000	144,000	144,000	-	-	378,000	7%	6%
<i>Total Direct Supplies & Other <\$10k</i>	12,000	-	-	-	-	12,000	0%	0%
Total Sub-Awards	92,000	92,000	207,000	460,000	575,000	1,426,000	27%	24%
<i>Total Sub-contracts to Other Organizations</i>	92,000	92,000	92,000	-	-	276,000	5%	5%
<i>Total Sub-grants to Other Organizations</i>	-	-	115,000	460,000	575,000	1,150,000	22%	19%
TOTAL DIRECT COSTS	864,050	909,048	1,044,665	1,174,923	1,311,840	5,304,526	100%	88%
TOTAL INDIRECT COSTS	125,008	131,757	146,350	153,238	168,026	724,379	14%	12%
GRAND TOTAL COSTS	989,058	1,040,805	1,191,015	1,328,161	1,479,867	6,028,905	114%	100%

Indirect Cost Rate

Appendix B: Budget and Annual Report Template
Summary by Objective

Organization Name:	World Institute of Global Health
Project Title:	Simulation modeling of the epidemiological impact and cost effectiveness of malaria interventions
Total Requested Amount (US \$):	\$6,028,905
Submission Date:	1-Feb-2012

Major Objectives	Budget (in \$ US Dollars)						% of Total Directs	% of Grand Total
	Year 1	Year 2	Year 3	Year 4	Year 5	Total		
Objective 1	180,350	147,893	252,583	307,428	312,431	1,200,684	23%	20%
Objective 2	202,700	204,485	208,392	382,424	486,587	1,484,588	28%	25%
Objective 3	102,500	103,515	106,620	109,819	113,114	535,568	10%	9%
Objective 4	141,750	213,783	215,876	74,032	76,253	721,694	14%	12%
Objective 5	65,250	65,148	67,102	69,115	71,188	337,803	6%	6%
Objective 6	-	-	-	-	-	-	0%	0%
Objective 7	-	-	-	-	-	-	0%	0%
Objective 8	-	-	-	-	-	-	0%	0%
Objective 9	-	-	-	-	-	-	0%	0%
Objective 10	-	-	-	-	-	-	0%	0%
Project Management	159,500	162,225	167,092	172,105	177,268	838,189	16%	14%
Indirects of Subawardees*	12,000	12,000	27,000	60,000	75,000	186,000	4%	3%
TOTAL DIRECT COSTS (of Primary)	864,050	909,048	1,044,665	1,174,923	1,311,840	5,304,526	100%	88%
TOTAL INDIRECT COSTS (of Primary)	125,008	131,757	146,350	153,238	168,026	724,379	14%	12%
GRAND TOTAL COSTS	989,058	1,040,805	1,191,015	1,328,161	1,479,867	6,028,905	114%	100%

Total FTEs (Primary + Subawardees)	7.4	7.4	8.4	8.4	8.4	40.0
Total Direct Cost per FTE	116,764	122,844	124,365	139,872	156,171	132,613

Indirect Cost Rate

*Indirect on Subawardees: This is the indirect collected by Subcontractors and Subgrantees only. It is not the amount the primary grantee collects on managing subawards.

Appendix B: Budget and Annual Report Template

General Information

	<-Data Entry Cell From Original Budget
	<-Please do not enter data
	<-Calculated Cell / No Data Entry

Proposal Submission Date:	1-Feb-2012
Organization:	World Institute of Global Health
Project Title:	Simulation modeling of the epidemiological impact and cost effectiveness of malaria interventions
Projected Start Date:	1-Jan-2012
Budget Timeline:	1 to 5 years
Organization Headquarters:	Seattle, WA, USA
Exchange Rate Conversion Assumption USD/Local (if applicable) 1	1 USD = 77 BDT
Exchange Rate Conversion Assumption USD/Local (if applicable) 2	1 USD = 1.64 GHS
Exchange Rate Conversion Assumption USD/Local (if applicable) 3	
Exchange Rate Conversion Assumption USD/Local (if applicable) 4	
Exchange Rate Conversion Assumption USD/Local (if applicable) 5	
Exchange Rate Conversion Assumption USD/Local (if applicable) 6	
Does your organization have indirect costs?	Yes
Indirect Costs Institution Type:	Other (US NonProfit, NGO, or NonUS University)
Actual indirect cost rate (enter as percentage)	15%
Allowable Indirect Cost Rate Per Foundation Policy:	15%
For Non-US Grantees Only: Will there be funds expended in the US?	

OPTIONAL - If indirect on subawards is requested at LESS than allowable rate above:

Requested Indirect Cost Rate on Subgrants/Subcontracts:	10%
Indirect Cost Rate on Subgrants/Subcontracts:	10%

Appendix B: Budget and Annual Report Template
Direct FTE Costs

	<-Data Entry Cell From Original Budget
	<-Please do not enter data
	<-Calculated Cell / No Data Entry

Direct FTE Costs

Primary/ Sub	Objective	Name	Title	Rationale	Starting Salary (Annual Basis)	Fringe %	Annual Salary Inflation %	FTEs					Personnel Costs					
								Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Primary	Objective 1	John Friendly	Lead Investigator	SME, coordinates across objectives	\$100,000	25%	3%	0.15	0.15	0.15	0.15	0.15	18,750	19,313	19,892	20,489	21,103	99,546
Primary	Objective 2	John Friendly	Lead Investigator	SME, coordinates across objectives	\$100,000	25%	3%	0.15	0.15	0.15	0.15	0.15	18,750	19,313	19,892	20,489	21,103	99,546
Primary	Objective 3	John Friendly	Lead Investigator	SME, coordinates across objectives	\$100,000	25%	3%	0.10	0.10	0.10	0.10	0.10	12,500	12,875	13,261	13,659	14,069	66,364
Primary	Objective 4	John Friendly	Lead Investigator	SME, coordinates across objectives	\$100,000	25%	3%	0.05	0.05	0.05	0.05	0.05	6,250	6,438	6,631	6,830	7,034	33,182
Primary	Objective 5	John Friendly	Lead Investigator	SME, coordinates across objectives	\$100,000	25%	3%	0.05	0.05	0.05	0.05	0.05	6,250	6,438	6,631	6,830	7,034	33,182
Primary	Proj Mgmt	John Friendly	Lead Investigator	SME, coordinates across objectives	\$100,000	25%	3%	0.50	0.50	0.50	0.50	0.50	62,500	64,375	66,306	68,295	70,344	331,821
Primary	Proj Mgmt	Jim Armstrong	Analyst	Performs data analysis to support decision-making/management across all objectives	\$60,000	25%	3%	0.60	0.60	0.60	0.60	0.60	45,000	46,350	47,741	49,173	50,648	238,911
Primary	Proj Mgmt	Greg Sanchez	Administrative Assistant	Accounting, documentation, communications	\$50,000	25%	3%	0.80	0.80	0.80	0.80	0.80	50,000	51,500	53,045	54,636	56,275	265,457
Primary	Objective 1	Delphine Green	Clinical Researcher	Objective 1 expert	\$90,000	25%	3%	1.00	1.00	1.00	1.00	1.00	112,500	115,875	119,351	122,932	126,620	597,278
Primary	Objective 2	Stan Goodley	Clinical Researcher	Objective 2 expert	\$75,000	25%	3%	1.00	1.00	1.00	1.00	1.00	93,750	96,563	99,459	102,443	105,516	497,731
Primary	Objective 3	Jenna Berryman	Clinical Researcher	Objective 3 expert	\$88,000	25%	3%	0.80	0.80	0.80	0.80	0.80	88,000	90,640	93,359	96,160	99,045	467,204
Primary	Objective 4	Ella Manning	Clinical Researcher	Objective 4 expert	\$82,000	25%	3%	0.60	0.60	0.60	0.60	0.60	61,500	63,345	65,245	67,203	69,219	326,512
Primary	Objective 5	Victor Woo	Clinical Researcher	Objective 5 expert	\$76,000	25%	3%	0.60	0.60	0.60	0.60	0.60	57,000	58,710	60,471	62,285	64,154	302,621
Sub	Objective 1	Gerry Mendelev	Communications specialist	Leads in-country marketing efforts in Ghana						1.00	1.00	1.00						-
Sub	Objective 2	Rishi Mohan	Communications specialist	Leads in-country marketing efforts in Bangladesh							1.00	1.00						-
Sub	Objective 2	Anita Nakamoto	Market Researcher	Conduct market study in Bangladesh				1.00	1.00	1.00								-
Unhide for more rows																		
	Objective 1							1.2	1.2	2.2	2.2	2.2	131,250	135,188	139,243	143,420	147,723	696,824
	Objective 2							2.2	2.2	2.2	2.2	2.2	112,500	115,875	119,351	122,932	126,620	597,278
	Objective 3							0.9	0.9	0.9	0.9	0.9	100,500	103,515	106,620	109,819	113,114	533,568
	Objective 4							0.7	0.7	0.7	0.7	0.7	67,750	69,783	71,876	74,032	76,253	359,694
	Objective 5							0.7	0.7	0.7	0.7	0.7	63,250	65,148	67,102	69,115	71,188	335,803
	Objective 6							-	-	-	-	-	-	-	-	-	-	-
	Objective 7							-	-	-	-	-	-	-	-	-	-	-
	Objective 8							-	-	-	-	-	-	-	-	-	-	-
	Objective 9							-	-	-	-	-	-	-	-	-	-	-
	Objective 10							-	-	-	-	-	-	-	-	-	-	-
	Proj Mgmt							1.9	1.9	1.9	1.9	1.9	157,500	162,225	167,092	172,105	177,268	836,189
	Grand Total							7.4	7.4	8.4	8.4	8.4	632,750	651,733	671,284	691,423	712,166	3,359,356

[illegible]

Appendix B: Budget and Annual Report Template
Direct Consulting

	<-Data Entry Cell From Original Budget																			
	<-Please do not enter data																			
	<-Calculated Cell / No Data Entry																			
Direct Consulting				Days					Expense Estimates					Consulting Dollars						
Objectives	Consultant	Description	Daily Rate	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Total	
Objective 1	Anna Velasquez	Will help design objective 1 study protocol	250	60					2,000					17,000	-	-	-	-	17,000	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	
														-	-	-	-	-	-	

Appendix B: Budget and Annual Report Template
Direct Supplies, Equipment¹, Services & Other

<-Data Entry Cell From Original Budget
<-Please do not enter data
<-Calculated Cell / No Data Entry

Direct Supplies, Equipment ¹ , Services & Other > \$10,000/Year/Line Item					Quantity (Units)					Supplies Dollars					
Objectives	Item(s)	Type	Description	Cost Per Unit	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Objective 1	PCR machine	Equipment	High-end machines for data analysis	6,000	3					18,000	-	-	-	-	18,000
Objective 4	Test tubes	Not Equipment	Custom-developed, high-end, single-use testing materials	200	360	720	720			72,000	144,000	144,000	-	-	360,000
										-	-	-	-	-	-
										-	-	-	-	-	-
										-	-	-	-	-	-
										-	-	-	-	-	-
										-	-	-	-	-	-
										-	-	-	-	-	-
Unhide for more rows															
Objective 1										18,000	-	-	-	-	18,000
Objective 2										-	-	-	-	-	-
Objective 3										-	-	-	-	-	-
Objective 4										72,000	144,000	144,000	-	-	360,000
Objective 5										-	-	-	-	-	-
Objective 6										-	-	-	-	-	-
Objective 7										-	-	-	-	-	-
Objective 8										-	-	-	-	-	-
Objective 9										-	-	-	-	-	-
Objective 10										-	-	-	-	-	-
Proj Mgmt										-	-	-	-	-	-
Total Supplies, Equipment ¹ , Services, Other Greater Than \$10,000										90,000	144,000	144,000	-	-	378,000

Appendix B: Budget and Annual Report Template
Direct Supplies, Equipment¹, Services & Other

Direct Supplies, Equipment¹, Services, & Other < \$10,000/Year/Line Item (Enter Total \$ Amt/Yr)

Objectives	Item(s)	Type	Description	Cost Per Unit	Quantity					Supplies Dollars					
					Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Objective 1	Laptop	Not Equipment	For objective 1 expert							2,000					2,000
Objective 2	Laptop	Not Equipment	For objective 2 expert							2,000					2,000
Objective 3	Laptop	Not Equipment	For objective 3 expert							2,000					2,000
Objective 4	Laptop	Not Equipment	For objective 4 expert							2,000					2,000
Objective 5	Laptop	Not Equipment	For objective 5 expert							2,000					2,000
Proj Mgmt	Laptop	Not Equipment	For lead investigator							2,000					2,000
															-
															-
															-
															-
Unhide for more rows															
Objective 1										2,000	-	-	-	-	2,000
Objective 2										2,000	-	-	-	-	2,000
Objective 3										2,000	-	-	-	-	2,000
Objective 4										2,000	-	-	-	-	2,000
Objective 5										2,000	-	-	-	-	2,000
Objective 6										2,000	-	-	-	-	2,000
Objective 7										-	-	-	-	-	-
Objective 8										-	-	-	-	-	-
Objective 9										-	-	-	-	-	-
Objective 10										-	-	-	-	-	-
Proj Mgmt										2,000	-	-	-	-	2,000
Total Supplies, Equipment ¹ , Services, Other Less Than \$10,000										12,000	-	-	-	-	12,000

¹Any single item with a cost of \$5,000 or more with a useful life of greater than one year is defined as Equipment.

GRAND TOTAL ALL SUPPLIES, EQUIPMENT ¹ , SERVICES AND OTHER	102,000	144,000	144,000	-	-	390,000
---	---------	---------	---------	---	---	---------

1) Sub-Contracts: Objective and Indirect Cost Breakdown

Unhide for more rows

Printed: 2/21/2012 1:25 PM

[illegible]

Objective 1			-	-	100,000	150,000	150,000	400,000
Objective 2			-	-	-	250,000	350,000	600,000
Objective 3			-	-	-	-	-	-
Objective 4			-	-	-	-	-	-
Objective 5			-	-	-	-	-	-
Objective 6			-	-	-	-	-	-
Objective 7			-	-	-	-	-	-
Objective 8			-	-	-	-	-	-
Objective 9			-	-	-	-	-	-
Objective 10			-	-	-	-	-	-
Proj Mgmt			-	-	-	-	-	-
Indirect			-	-	15,000	60,000	75,000	150,000
Grand Total Sub-Grants			-	-	115,000	460,000	575,000	1,150,000

Printed: 2/21/2012 1:25 PM

Appendix B: Budget and Annual Report Template

Annual Report Instructions

The two worksheets following, titled 'A. Annual Report Information' and 'B. Annual Financial Report' are for data entry specific to progress reports.

Do not use these worksheets when submitting your original budget proposal.

Data entry cells are indicated in yellow

A. Annual Report Information

Enter ALL information requested; most information will be contained in the "Grant Agreement Letter".

The template will accommodate up to 10 objectives; please contact your Business Analyst or Program Coordinator if you have more than 10 objectives.

Be sure to enter the Reporting Year; without this information, the variances will not calculate properly.

All information entered on this page will transfer to the "Annual Financial Report" tab.

B. Annual Financial Report

The worksheet is protected except for yellow data entry cells.

A) Approved Budget

Verify that the information provided in the 'Approved Budget by Year' columns accurately reflects the budget that was most recently approved by the foundation.

Only approved information should be in these cells. PLEASE DO NOT use this form for budget reallocation requests.

B) Actual / Projected Expenditures by Year

Enter actual expenditures for the report year in the yellow data entry cells.

Enter projected expenditures in the yellow data entry cells for future years (this should not exceed the total approved budget - this form may NOT be used for budget supplement requests).

Review variances if they exist and double-check to ensure accuracy of entered information. Be sure to report on any variances in excess of 10% per budget category in the progress report narrative.

Please Note: The foundation retains the right to request additional budget detail on expenditures within any budget category.

C) Interest Earnings

Enter any interest earned on unspent grant funds, enter as a positive number. If \$0 interest earnings is reported, please explain why in the progress report narrative.

Enter any expenditures from interest earnings, enter as a positive number.

D) Grant Payments

Enter grant payments received from the foundation.

E) Calculation of Unspent Grant Funds and Interest Earnings

This section automatically calculates the unspent cash on hand based on the data entered (grant payments plus interest earnings less expenditures).

SUBMISSION

Please save the file with the following naming convention: GrantID_FinclRpt_PeriodEnding. FOR EXAMPLE: "12345_FinclRpt_103109.xls" with the report period ending in mm/dd/yy format.

Save the Financial Report in Excel format (financial reports may not be submitted as .PDF files) and submit the report by email along with your narrative Progress Report and other documents as required.

QUESTIONS? Please contact your Program Coordinator if you have any questions.

Appendix B: Budget and Annual Report Template
Annual Report Information

	<-Data Entry Cell From Original Budget
	<-Please do not enter data
	<-Calculated Cell / No Data Entry

ALL CELLS ARE REQUIRED

Organization Name	World Institute of Global Health
Project Title	Simulation modeling of the epidemiological impact and cost effectiveness of malaria interventions
Grant ID	OPP9989989
Principal Investigator/Project Manager Name	John Friendly
Reporting Year (Enter 1 through 10)	1
Financial Reporting Period: From Start Date	1-Jan-12
To End Date	31-Dec-12
Are any expenses estimated (Enter Yes/No)	No
Report Completed by (Name, Title)	Greg Sanchez
Report Prepared Date	2/15/2013

Appendix B: Budget and Annual Report Template

Annual Financial Report

Organization Name: **World Institute of Global Health**

Project Title: **Simulation modeling of the epidemiological impact and cost effectiveness of malaria interventions**

Grant ID: **OPP998998** PI/Proj Mgr: **John Friendly**

Reporting Year: **1**

Report Date: **2/15/2013**

Reporting Period: From Start Date **1/1/2012** To End Date **12/31/2012**

Report Completed by (Name): **Greg Sanchez**

	<-Data Entry Cell From Original Budget
	<-Please do not enter data
	<-Calculated Cell / No Data Entry

	Year 1	Year 2	Year 3	Year 4	Year 5	Total Budget	Actual Yr 1	Projected Yr 2	Projected Yr 3	Projected Yr 4	Projected Yr 5	Total Actual / Projected	Current Year Variance \$ (Over)/Under	Current Year Variance % (Explain >10%)	Cumulative Budget	Cumulative Actual	Cumulative Variance \$ (Over)/Under	Cumulative Variance % (Explain >10%)
GRANT EXPENDITURES	Approved Budget By Year						Actual / Projected Expenditures By Year											
	Enter from Approved Budget Worksheet						Enter Actual or Projected spend as positive values											
TOTAL COSTS BY BUDGET CATEGORY																		
Total Direct FTEs	632,750	651,733	671,284	691,423	712,166	3,359,356	542,200	617,630	619,532	668,296	712,246	4,734,264	90,550	14%	632,750	542,200	90,550	14%
Objective 1	131,250	135,188	130,243	143,420	147,723	686,824	100,000	121,350	135,060	130,290	151,269	980,345	31,250	24%	131,250	100,000	31,250	24%
Objective 2	112,500	115,875	119,351	122,932	126,620	587,278	100,000	100,900	105,850	110,325	120,308	848,038	12,500	11%	112,500	100,000	12,500	11%
Objective 3	100,500	103,515	106,620	109,819	113,114	533,568	82,500	90,440	99,084	106,702	116,073	758,897	18,000	18%	100,500	82,500	18,000	18%
Objective 4	67,750	69,783	71,876	74,032	76,253	359,694	40,000	73,180	69,172	71,985	78,534	512,269	27,750	41%	67,750	40,000	27,750	41%
Objective 5	63,250	65,148	67,102	69,115	71,188	335,803	49,700	71,060	49,676	67,194	73,263	478,115	13,550	21%	63,250	49,700	13,550	21%
Objective 6	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 7	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 8	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 9	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 10	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Project Management	157,500	162,225	167,092	172,105	177,268	836,189	170,000	160,700	160,700	163,800	163,800	1,146,600	(12,500)	-8%	157,500	170,000	(12,500)	-8%
Total Direct Travel	20,300	21,315	22,381	23,500	24,675	112,170	15,230	22,736	26,030	23,500	24,675	165,283	5,070	25%	20,300	15,230	5,070	25%
Objective 1	12,100	12,705	13,340	14,007	14,708	66,860	9,030	13,626	15,489	14,007	14,708	98,518	3,070	25%	12,100	9,030	3,070	25%
Objective 2	8,200	8,610	9,041	9,493	9,967	45,310	6,200	9,110	10,541	9,493	9,967	66,764	2,000	24%	8,200	6,200	2,000	24%
Objective 3	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 4	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 5	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 6	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 7	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 8	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 9	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 10	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Project Management	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Total Direct Consulting	17,000	0	0	0	0	17,000	19,500	(750)	(1,750)	0	0	17,000	(2,500)	-15%	17,000	19,500	(2,500)	-15%
Objective 1	17,000	0	0	0	0	17,000	19,500	(750)	(1,750)	0	0	17,000	(2,500)	-15%	17,000	19,500	(2,500)	-15%
Objective 2	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 3	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 4	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 5	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 6	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 7	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 8	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 9	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Objective 10	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-
Project Management	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	-

Appendix B: Budget and Annual Report Template

Annual Financial Report

Organization Name: **World Institute of Global Health**
 Project Title: **Simulation modeling of the epidemiological impact and cost effectiveness of malaria interventions**
 Grant ID: **OPP998998** PI/Proj Mgr: **John Friendly**
 Reporting Year: **1**
 Report Date: **2/15/2013**
 Reporting Period: From Start Date **1/1/2012** To End Date **12/31/2012**
 Report Completed by (Name): **Greg Sanchez**

<-Data Entry Cell From Original Budget
 <-Please do not enter data
 <-Calculated Cell / No Data Entry

	Year 1	Year 2	Year 3	Year 4	Year 5	Total Budget	Actual Yr 1	Projected Yr 2	Projected Yr 3	Projected Yr 4	Projected Yr 5	Total Actual / Projected	Current Year Variance \$ (Over)/Under	Current Year Variance % (Explain >10%)	Cumulative Budget	Cumulative Actual	Cumulative Variance \$ (Over)/Under	Cumulative Variance % (Explain >10%)
GRANT EXPENDITURES	Approved Budget By Year						Actual / Projected Expenditures By Year						Current Year Variance		CUMULATIVE VARIANCE			
	Enter from Approved Budget Worksheet						Enter Actual or Projected spend as positive values											
Total Direct Supplies and Other	102,000	144,000	144,000	0	0	390,000	97,205	145,090	147,706	0	0	390,000	4,795	5%	102,000	97,205	4,795	5%
Total Direct Supplies & Other >\$10k	90,000	144,000	144,000	0	0	378,000	85,100	145,290	147,610	0	0	378,000	4,900	5%	90,000	85,100	4,900	5%
Objective 1	18,000	0	0	0	0	18,000	16,700	390	910	0	0	18,000	1,300	7%	18,000	16,700	1,300	7%
Objective 2	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 3	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 4	72,000	144,000	144,000	0	0	360,000	68,400	144,900	146,700	0	0	360,000	3,600	5%	72,000	68,400	3,600	5%
Objective 5	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 6	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 7	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 8	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 9	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 10	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Project Management	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Total Direct Supplies & Other <\$10k	12,000	0	0	0	0	12,000	12,105	(201)	96	0	0	12,000	(105)	-1%	12,000	12,105	(105)	-1%
Objective 1	2,000	0	0	0	0	2,000	1,700	90	210	0	0	2,000	300	15%	2,000	1,700	300	15%
Objective 2	2,000	0	0	0	0	2,000	1,650	35	315	0	0	2,000	350	18%	2,000	1,650	350	18%
Objective 3	2,000	0	0	0	0	2,000	2,130	(104)	(26)	0	0	2,000	(130)	-7%	2,000	2,130	(130)	-7%
Objective 4	2,000	0	0	0	0	2,000	2,200	(130)	(70)	0	0	2,000	(200)	-10%	2,000	2,200	(200)	-10%
Objective 5	2,000	0	0	0	0	2,000	2,050	(17)	(34)	0	0	2,000	(50)	-3%	2,000	2,050	(50)	-3%
Objective 6	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 7	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 8	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 9	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 10	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Project Management	2,000	0	0	0	0	2,000	2,375	(75)	(300)	0	0	2,000	(375)	-19%	2,000	2,375	(375)	-19%
Total Sub-Awards	92,000	92,000	207,000	460,000	575,000	1,426,000	92,575	92,236	206,189	460,000	575,000	2,001,000	(575)	-1%	92,000	92,575	(575)	-1%
Total Sub-Contracts to Other Organizations	92,000	92,000	92,000	0	0	276,000	87,975	92,236	95,789	0	0	276,000	4,025	4%	92,000	87,975	4,025	4%
Objective 1	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 2	80,000	80,000	80,000	0	0	240,000	76,500	80,000	83,500	0	0	240,000	3,500	4%	80,000	76,500	3,500	4%
Objective 3	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 4	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 5	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 6	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 7	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 8	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 9	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 10	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Project Management	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Indirect of Subcontractors	12,000	12,000	12,000	0	0	36,000	11,475	12,236	12,289	0	0	36,000	525	4%	12,000	11,475	525	4%

Appendix B: Budget and Annual Report Template

Annual Financial Report

Organization Name:	World Institute of Global Health		
Project Title:	Simulation modeling of the epidemiological impact and cost effectiveness of malaria interventions		
Grant ID:	OPP998998	PI/Proj Mgr:	John Friendly
Reporting Year:	1		
Report Date:	2/15/2013		
Reporting Period: From Start Date:	1/1/2012	To End Date:	12/31/2012
Report Completed by (Name):	Greg Sanchez		

	<-Data Entry Cell From Original Budget
	<-Please do not enter data
	<-Calculated Cell / No Data Entry

	Year 1	Year 2	Year 3	Year 4	Year 5	Total Budget	Actual Yr 1	Projected Yr 2	Projected Yr 3	Projected Yr 4	Projected Yr 5	Total Actual / Projected	Current Year Variance \$ (Over)/Under	Current Year Variance % (Explain >10%)	Cumulative Budget	Cumulative Actual	Cumulative Variance \$ (Over)/Under	Cumulative Variance % (Explain >10%)
GRANT EXPENDITURES	Approved Budget By Year						Actual / Projected Expenditures By Year						Current Year Variance		CUMULATIVE VARIANCE			
	Enter from Approved Budget Worksheet						Enter Actual or Projected spend as positive values											
<i>Total Sub-Grants to Others Organizations</i>	0	0	115,000	460,000	575,000	1,150,000	4,600	0	110,400	460,000	575,000	1,225,000	(4,600)	100%	0	4,600	(4,600)	
Objective 1	0	0	100,000	150,000	150,000	400,000	4,000	0	96,000	150,000	150,000	700,000	(4,000)	100%	0	4,000	(4,000)	
Objective 2	0	0	0	250,000	350,000	600,000	0	0	0	250,000	350,000	800,000	0	-	0	0	0	
Objective 3	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 4	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 5	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 6	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 7	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 8	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 9	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 10	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Project Management	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Indirect of Subgrantees	0	0	15,000	60,000	75,000	150,000	600	0	14,400	60,000	75,000	225,000	(600)	100%	0	600	(600)	
TOTAL DIRECT COSTS	864,050	909,048	1,044,665	1,174,923	1,311,840	5,304,526	766,710	876,942	997,706	1,151,796	1,311,921	7,307,547	97,340	11%	864,050	766,710	97,340	11%
TOTAL INDIRECT COSTS	125,008	131,757	146,350	153,238	168,026	724,379	115,007	131,541	149,656	172,769	196,788	1,096,132	10,001	8%	125,008	115,007	10,001	8%
GRAND TOTAL COSTS	989,058	1,040,805	1,191,015	1,328,161	1,479,867	6,028,905	881,717	1,008,483	1,147,362	1,324,565	1,508,709	8,403,679	107,341	11%	989,058	881,717	107,341	11%
TOTAL COSTS BY OBJECTIVE																		
Objective 1	180,350	147,893	252,583	307,428	312,431	1,200,684	150,930	134,706	245,909	303,297	315,977	1,825,864	29,420	16%	180,350	150,930	29,420	16%
Objective 2	202,700	204,485	208,392	382,424	486,587	1,484,588	184,350	190,045	200,206	378,818	489,275	1,956,802	18,350	9%	202,700	184,350	18,350	9%
Objective 3	102,500	103,515	106,620	109,819	113,114	535,568	84,630	90,336	99,058	106,702	116,073	760,897	17,870	17%	102,500	84,630	17,870	17%
Objective 4	141,750	213,783	215,876	74,032	76,253	721,694	110,600	217,950	215,802	71,985	78,534	874,269	31,150	22%	141,750	110,600	31,150	22%
Objective 5	65,250	65,148	67,102	69,115	71,188	337,803	51,750	71,044	49,643	67,194	73,263	480,115	13,500	21%	65,250	51,750	13,500	21%
Objective 6	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 7	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 8	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 9	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Objective 10	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	
Project Management	159,500	162,225	167,092	172,105	177,268	838,189	172,375	160,625	160,400	163,800	163,800	1,148,600	(12,875)	-8%	159,500	172,375	(12,875)	-8%
Indirects of Subawardees	12,000	12,000	27,000	60,000	75,000	186,000	12,075	12,236	26,689	60,000	75,000	261,000	(75)	-1%	12,000	12,075	(75)	-1%
TOTAL DIRECT COSTS (of Primary)	864,050	909,048	1,044,665	1,174,923	1,311,840	5,304,526	766,710	876,942	997,706	1,151,796	1,311,921	7,307,547	97,340	11%	864,050	766,710	97,340	11%
TOTAL INDIRECT COSTS (of Primary)	125,008	131,757	146,350	153,238	168,026	724,379	115,007	131,541	149,656	172,769	196,788	1,096,132	10,001	8%	125,008	115,007	10,001	8%
GRAND TOTAL COSTS	989,058	1,040,805	1,191,015	1,328,161	1,479,867	6,028,905	881,717	1,008,483	1,147,362	1,324,565	1,508,709	8,403,679	107,341	11%	989,058	881,717	107,341	11%

Appendix B: Budget and Annual Report Template

Annual Financial Report

Organization Name: **World Institute of Global Health**
 Project Title: **Simulation modeling of the epidemiological impact and cost effectiveness of malaria interventions**
 Grant ID: **OPP998998** PI/Proj Mgr: **John Friendly**
 Reporting Year: **1**
 Report Date: **2/15/2013**
 Reporting Period: From Start Date **1/1/2012** To End Date **12/31/2012**
 Report Completed by (Name): **Greg Sanchez**

<-Data Entry Cell From Original Budget
 <-Please do not enter data
 <-Calculated Cell / No Data Entry

	Year 1	Year 2	Year 3	Year 4	Year 5	Total Budget	Actual Yr 1	Projected Yr 2	Projected Yr 3	Projected Yr 4	Projected Yr 5	Total Actual / Projected	Current Year Variance \$ (Over)/Under	Current Year Variance % (Explain >10%)	Cumulative Budget	Cumulative Actual	Cumulative Variance \$ (Over)/Under	Cumulative Variance % (Explain >10%)
GRANT EXPENDITURES	Approved Budget By Year Enter from Approved Budget Worksheet						Actual / Projected Expenditures By Year Enter Actual or Projected spend as positive values						Current Year Variance		CUMULATIVE VARIANCE			

PROJECT INTEREST INCOME

Interest Earnings on Unspent Grant Funds Interest Income on Unspent Grant Funds for Each Reporting Year						Expenditure of Interest Earnings Describe Actual Expenditures of Interest Earnings in Narrative						Interest Balance
1	2	3	4	5	Total Cumulative Interest Earnings	1	2	3	4	5	Total Cumulative Expenditures from Interest Earnings	Total Unspent Balance Interest Earnings
35,000					35,000	10,000					10,000	25,000

PAYMENTS RECEIVED

Grant Payments to Date (Leave Future Years Blank)					
1	2	3	4	5	Total Payments Received
1,800,000					1,800,000

CALCULATION OF UNSPENT GRANT FUNDS AND INTEREST EARNINGS

Total Grant Payments Received To Date
 Plus: Total Interest Income Received To Date
 Less: Total Grant Expenditures to Date
 Less: Total Interest Income Expended to Date
 Equals: Unspent Grant and Interest Funds on Hand

	Ref Above
1,800,000	A
35,000	B
(881,717)	C
(10,000)	D
943,284	