

2010–2011 DHP Grant Project Budget Category & Narrative Form - Code 15

Institution Name:	
Project Title:	

Salaries for Professional Staff: Code 15

Table:

Specific Position Titles	Hours Worked	Rate of Pay	Expenditure (Salaries)
Total Expenditure (transfer sum to FS-20, Budget Summary Form)			

Narrative:

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Salaries for Professional Staff: Code 15

Instructions

Table

Provide the position title, number of hours, hourly rate of pay, and total project salary for each *professional* staff person you propose to pay with grant funds. Use only whole dollar amounts.

Narrative

Explain how these positions will directly support project activities and outcomes. Clearly explain and justify the individual(s) role in and time spent on the project.

Eligible Expenditures (Code 15)

Grant funds may be used to hire new professional staff to carry out project-related activities.

Generally, when existing staff devotes time to grant project-related activities, it is provided as institutional match or as paid overtime.

If you are proposing to transfer existing professional staff to work on project-related activities, *in an attached letter* justify the need and explain how these staff members will be replaced in their former assignments using non-grant funds.

Work hours of existing professional staff may be increased and grant funds may be used to pay for this increase, providing the work is directly related to the project.

Professional staff may be hired to complete descriptive tasks such as creating MARC records and electronic versions of descriptive materials.

For any position that will be supported in whole or in part by grant funds, applicants must attach a job description.

A chart for use in estimating processing time for **Arrangement & Description** projects can be found in Resource VI.

Ineligible Expenditures (Code 15)

Consultants, per diem staff, and support staff should not be included on this form. Use Code 40 Form instead.

DHP does not fund routine business activities of the organization.

No one may be paid to write grant applications with grant funds.