

Sample DDRA Budget Format with Explanatory Annotations

							Use this information for reference as you complete your own budget
	NAME: Sophia Lopez						Legal first and last name of applicant, e.g., Anjali M. Applicant
	PROJECT DATES: January 1, 2026 - August 31, 2026						Anticipated departure and return dates, e.g., January 1, 2026 - August 31, 2026. Make sure these dates and the number of months listed in the budget (e.g., for maintenance allowance, insurance) are consistent. Also make sure to include the date, not only the month and year, so the exact number of months can be calculated.
	SPONSOR: Fulbright-Hays DDRA						Sponsor line stays as shown
	RESEARCH COUNTRIES: Kenya						List all countries in which you plan to do research
a.	INTERNATIONAL AIRFARE & BAGGAGE TO RESEARCH SITE (Fellow only)						
	Round trip flight Departure: Delta 98, DTW to CDG; Air France 8002, CDG to NBO; Return: Air France 8003, NBO to CDG; Delta 97 CDG to DTW					\$2,600	Use as much detail as possible here, including all legs of your trip to the host country and the airlines and flight numbers; choose US flag carriers and give commercial high season rates. These are examples that show how you arrived at the cost - you do not have to actually book these tickets or eventually use those exact dates or carriers.
	Excess baggage fees					\$300	Think about items you may collect while in-country (e.g., books, photocopies) and plan for excess baggage. \$200-300 is typical.
	Change of date fee (for return flight)					\$300	Use \$300 here; this is a fairly standard fee and you will likely incur it since your return flight can't be booked this early.
	SECTION TOTAL					\$3,200	

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b.	MAINTENANCE ALLOWANCE (Fellow)	Months	Rate		Subtotal		
	Iten, Kenya	4	\$2,016		\$8,064		List the maintenance allowance rate(s) from the DDRA Application Instructions for each city you will live in during your project; multiply the allowance by the number of months you will be in that location. Use whole months, not partial.
	Nairobi, Kenya	4	\$2,943		\$11,772		
	SECTION TOTAL					\$19,836	
c.	DEPENDENT(S) ALLOWANCE	Months	Rate		Subtotal		
	First Dependent (Spouse - Theodore Caplan)						If you are married (or plan to be by the time you travel), list your spouse's name and find the "first dependent" allowance rate in the DDRA Application Instructions to include here. Your spouse must travel with you and remain with you for the duration of the fellowship. See the DDRA Application Instructions section on "Guidelines for Student Applicants" for information on how marriage is defined for purposes of the DDRA. If you are not married, delete these lines and write "Not applicable" in the Dependents Allowance area.
	Iten, Kenya	4	\$806		\$3,224		
	Nairobi, Kenya	4	\$1,177		\$4,708		
	<i>subtotal</i>					\$7,932	

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	Additional Dependents (2 Children)	Months	Rate	#	Subtotal		
	Child 1 (Ximena Lopez-Caplan, 6 years old)						If you have unmarried children under the age of 21, list their names and ages as shown, then find the "additional dependents" allowance rate to include here. If there are multiple children, be sure to multiply the rate by the number of children. The dependents must travel with you and remain with you for the duration of the fellowship. If you do not have children, delete these lines and write "Not applicable."
	Child 2 (Josiah Lopez-Caplan, 4 years old)						
	Iten, Kenya	4	\$403	2	\$3,224		
	Nairobi, Kenya	4	\$589	2	\$4,712		
	<i>subtotal</i>					\$7,936	
	SECTION TOTAL					\$15,868	
d.	PROJECT EXPENSES	Months	Rate	#	Subtotal		See the DDRA Application Instructions section on "Guidelines for Student Applicants" for information on what kinds of expenses can and cannot be listed in the Project Expenses area.
	Photocopies - archival and newspaper records (\$0.10/page * 5,000 pages)		\$0	5000	\$500		The rate appears as \$0 here because it is rounding down from ten cents.
	Data plan for uploading interview recordings, scans of archival documents, etc. (Cost For 1 GB Of Data = \$10; 5 GB/Month for 8 Months)	8	\$50		\$400		You can request funds for a data plan, though be aware that the program officer may determine that this should fall under the maintenance allowance.

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	SIM card for local phone calls to set up interviews and communicate with affiliates		\$40	1	\$40		
	Local cell phone airtime for calls to set up interviews, communicate with affiliates, etc. (\$10/month for 1,000 minutes)	8	\$10		\$80		You can request funds for a cell phone plan, though be aware that the program officer may determine that this should fall under the maintenance allowance.
	Cloud Storage for recorded interviews and scans of archival documents (Dropbox Business Account - \$13/month)	8	\$13		\$104		You can request funds for cloud storage, though be aware that the program officer may determine that this should fall under the maintenance allowance.
	Travel between research sites: Nairobi to Iten; Iten to Nairobi; Nairobi to Iten (Approximately 340 km - \$36 each way)		\$36	3	\$108		If you have research planned in multiple locations, include in-country transportation.
	Transportation from residence in Iten to sites for oral interviews; travel by public transport in Kenya presents safety concerns; in addition, the US State Department currently has a Level-2 Travel Advisory for Kenya, therefore a rented car w/driver will be used for these trips. (60 interviews at \$30/trip)		\$30	60	\$1,800		Provide a brief description and justification of any in-country day-to-day travel. Note that travel within your city of residence (e.g., local bus, taxi) is considered part of your maintenance allowance.
	SECTION TOTAL					\$3,032	

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e.	HEALTH & ACCIDENT INSURANCE (Fellow Only)	Months	Rate	#	Subtotal		
	Insurance Cost	8	\$125		\$1,000		This line is required by the Department of Education. Though MSU covers your basic health and travel insurance (fellows only) while you are on your fellowship, use \$125/mo. and multiply by the number of months you will be on your grant. You may also choose to purchase supplemental insurance for yourself and/or any dependents, though this line item can only be used for fellows.
	SECTION TOTAL					\$1,000	
f.	ADMINISTRATION FEE TO US APPLICANT INSTITUTION				Subtotal		
	Fee				\$100		This is a fixed fee paid to MSU for administering the DDRA grant; keep this as-is.
	SECTION TOTAL					\$100	
g.	GRAND TOTAL					\$43,036	

BUDGET TIPS & REMINDERS

Read the budget sections of the Application Instructions packet carefully to maximize your request while making sure all expenses are allowable.

Review the budget information session slides (and recording, if available) for advice and procedures from MSU's DDRA Program Director and Fiscal Officer.

Use the budget template provided by MSU. "Save-as" and complete the spreadsheet with your information; all the formulae and formatting are done for you!