

**TEACHER QUALITY HIGHER EDUCATION PROGRAM**  
**Itemized Budget Page 1**

CATEGORIES	Match Funds	TQ Funds
<b>Personnel</b> -list people individually (please indicate if the person is 100% soft money in narrative)		
Totals carry over to Budget Summary Page automatically	<b>Total Personnel Costs</b>	
<b>FRINGE</b> -list fringe amount and % for each person separately		
Totals Carry Over to Budget Summary Page automatically	<b>Total Fringe Costs</b>	
<b>Support Personnel</b> -list # of graduate assistants, (names if known) consultants, etc.		
Totals carry over to Budget Summary Page automatically	<b>Total Support Personnel Costs</b>	



**IMPROVING TEACHER QUALITY PROGRAM  
PROPOSED BUDGET SUMMARY**  
Totals from Itemized Budget will automatically come here

**Institution:**

**Address of Department or School:**

**Budget Office Address:**

**Contact Person in Budget Office (Name and telephone #):**

**Project Title:**

**TEACHER QUALITY CATEGORIES TO BE USED ON ALL INVOICE**

*Name Source of Matching Funds on Budget Narrative Page*

**Matching Funds**

**Requested TQ Funds**

**1. Personnel**

**2. Fringe**

**3. Support Personnel**

**4. Participant Costs**

**5. Travel**

**6. Additional Costs**

**7. Total Lines 1-6**

**8. Management** *Management fee is 6% if line 7 is over \$50,000 and 8% if less than \$50,000 this field will automatically calculate % from line 7.*

**9. Materials and Supplies**

**Grand Total (total 7, 8, & 9)**