



## Citizen Science Budget Sheet

Implementing a citizen science project involves estimating costs and figuring out what resources you have and what is needed to complete the project. Consider whether funds are still needed, or if there are various funding sources to help meet needs (e.g., in-kind donations, direct support, partners, volunteers).

**Directions:** Fill out the estimated project costs and funding needs and/or sources before starting the project. Use the formulas at the bottom to help with figuring personnel costs. Then during and after the project, write in the actual costs and take notes for reference.

Item Description	Estimated Cost	Funding Need and/or Source	Actual Cost	Notes
<b>Materials and Supplies</b>				
Science equipment				
Science supplies				
Printing and mailing				
<b>Travel and Events</b>				
Field site travel				
Training events				
Volunteer recognition				
<b>Salary/Personnel</b>				
Program Director				
Site Coordinator				
Project Coordinator				
Project staff				
Ongoing technical support				
Internship compensation				
Overhead				
<b>Total Project Budget</b>				

Formula for project staff salary amounts:

Staff	Pay Per Hour	x	Number of Hours	x	Number of Weeks	=	Total Cost
<i>Example</i>	<i>\$15.00</i>	<b>x</b>	<i>20</i>	<b>x</b>	<i>3</i>	<b>=</b>	<i>\$900.00</i>
Instructor		<b>x</b>		<b>x</b>		<b>=</b>	
Facilitator		<b>x</b>		<b>x</b>		<b>=</b>	
Program aide		<b>x</b>		<b>x</b>		<b>=</b>	

