

Research and Development Department Budget Template

Division/Department Name

Enter division or department name

Prepared By

Enter name

Period

e.g., Q1 2024 or Jan–Dec 2024

Date

Budget Summary

Category	Budgeted Amount	Actual Amount	Variance	Notes
Salaries & Benefits				
Materials & Supplies				
Equipment				
Consulting & External Services				
Travel & Conferences				
Software & Licenses				
Other (Specify)				
Total				

Project Breakdown

Project Name / Initiative	Lead	Allocated Budget	Actual Expense	Status	Comments

Additional Notes

Enter any relevant notes or justifications.

