

R&D Department Budget Template

Organization Name:

Budget Period:

e.g. Jan – Dec 2024

1. Personnel Expenses

Position/Role	Headcount	Annual Salary per Person	Total
Subtotal			

2. Equipment & Supplies

Item	Description	Quantity	Unit Cost	Total
Subtotal				

3. Research & Development Expenses

Activity/Project	Description	Estimated Cost
Subtotal		

4. Other Expenses

Expense Item	Description	Estimated Cost

Subtotal		
Total Budget		

Notes / Remarks: