

# 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal			<input type="text"/>

## 2. Equipment & Supplies

Item	Description	Quantity	Unit Cost	Total
<input type="text"/>				
<input type="text"/>				
Subtotal			<input type="text"/>	<input type="text"/>

## 3. Research & Development Expenses

Activity/Project	Description	Estimated Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal		<input type="text"/>

## 4. Other Expenses

Expense Item	Description	Estimated Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>

Subtotal		
Total Budget		

Notes / Remarks: