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 **OFFICE OF THE DEPUTY VICE-CHANCELLOR (PRE)**

**Budget** *(Provide a clearly* ***Itemized*** *and realistic budget using the below described format. Budgetary notes on each budget item should be provided as footnotes.* ***Note Mobility Costs*** *i.e. (Travelling costs, Subsistence Allowances, Accommodation) must not exceed 20% of the total budget;* ***Research management costs*** *must not exceed 7.5%; Travel costs should not involve international travel)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Item** | **Item description** | **Quantity**  | **Cost/Unit** | **Total Cost**  |
|  |  |  |  |  |
| **Direct costs** |  |  |  |  |
| *Items e.g. Research equipment;*  |  |  |  |   |
| *Consumables*  |  |  |  |   |
|  |  |  |  |   |
| *Add as necessary*  |  |  |  |  |
|  **Dissemination/ Training costs** |  |  |  |  |
| *Publications* |  |  |  |   |
| *Workshops* |  |  |  |   |
|  |  |  |  |  |
| *Add as necessary* |  |  |  |   |
| **Mobility Costs**  |  |  |  |  |
| *Transport* |  |  |  |   |
| *Subsistence allowance* |  |  |  |   |
| *Accommodation* |  |  |  |   |
|  |  |  |  |   |
| **Total Costs** |  |  |  |   |

**Budgetary Notes.**

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| --- |
| **Objective 1:**  |
| Activities | Time | Budget item | Related Costs |
| Unit cost | Number of Units | Total |
|  |  |  |  |  |  |
| **Objective 2:** |
| Activities | Time | Budget item | Related Costs |
| Unit cost | Number of units | Total |
|  |  |  |  |   |  |
| **Objective 3:**  |
|  Activities | Time | Budget item | Related costs |
| Unit cost | Number of units | Total |
|  |  |  |  |  |  |
| **Objective 4:**  |
| Activities | Time | Budget item | Related costs |
| Unit cost | Number of units | Total |
|  |   |  |  |  |  |