

SAMPLE STAFFING PLAN

Use the template below to provide updates on changes in staffing within the current budget period, or expected changes in staffing for the upcoming budget period. Only submit if you have recent or expected changes.

The staffing plan table should provide a justification for each staff member, including education and experience qualifications, for each staff position to be supported under the grant.

- Position Title (e.g., Chief Executive Officer)
- Staff Name
Note: If the individual has not been identified to occupy this position, please indicate “To Be Determined” or “TBD”
- Education/Experience Qualifications (e.g., master’s, bachelor’s)
- General Responsibilities (e.g., responsible for the day-to-day operation of the health center)
Note: Include justification for position and rationale for amount of time to be supported under the grant
- Percent FTE - Indicate the projected amount of Full Time Equivalent (FTE) for staff involvement on the project (e.g., 50%, where 40 hours per week equals 1 FTE and the individual will dedicate 20 hours per week to the project)
- Annual Salary (e.g., \$40,000)

Position Title	Staff Name	Education/ Experience Qualifications	General Responsibilities	Percent FTE	Annual Salary