

Budget Justification

NOTE: In this sample document, the applying organization will be referred to as the applicant. The scientist, engineer, health professional, or educator who will lead the proposed project will be referred to as project director.

A. SENIOR/KEY PERSON

Funds are requested to support:

1. The project director, Project Director's Name, for ___% academic effort plus ___ summer month(s) annually. Her/his compensation is calculated on the basis of ___% of the base academic salary of \$_____ plus ___ month(s) of summer salary. (S)he will be responsible for overall project direction and coordination, for assuring successful project completion, including submission of progress reports, as required. Dr. Project Director's Name will supervise the graduate student and postdoctoral scholar, be responsible for the review of the field-testing data and comparison with the experimental model, and will prepare manuscripts for publication.
2. Key personnel, Key Personnel's Name, for ___% academic year effort. Her/his compensation is calculated on the basis of ___% of the base academic salary of \$_____. Her/his responsibilities include _____.

Fringe benefits are calculated at ___% for faculty during the summer, ___% for faculty during the academic year.

B. OTHER PERSONNEL

Funds are requested to support

1. ___ graduate student(s) at ___% effort during academic year and ___% effort for ___ summer months. (S)he will be responsible for _____.
2. ___ postdoctoral scholar(s) at ___% effort during the calendar year. (S)he will be responsible for _____.
3. ___ data manager at ___% effort during calendar year for data preparation, management, documentation, and preservation.

Fringe benefits are calculated at ___% for students and ___% for postdoctoral scholars.

C. RESEARCH ACTIVITIES

Equipment Over \$5,000

1. A equipment name (model ##) at a cost of (over \$5,000) is essential to complete which part of the project.

Travel

1. Conferences: It is anticipated that project personnel will attend the following conferences, _____. Travel funds are estimated at \$_____ per trip for ___ trips annually. Costs for these trips will include conference registration, airfare, car rental or taxi fares, lodging and subsistence per diems (using the institution's established rates).
2. Meetings: Funds are budgeted to cover the travel costs to (e.g. research sites).

Participant/Trainee Support Costs

1. Stipend: Approximately ___ participants will receive \$_____ for attending (e.g. conference, workshop or symposia).
2. Participant cost: We expect to invite ___ participants at a cost of \$_____ each. The purpose of the (conference, workshop or symposia) is to _____. The (conference, workshop or symposia) is expected to be held on date at location. \$_____ is also requested for supplies.

Other Direct Costs

1. Materials and Supplies: A total of \$_____ is requested for materials and supplies including (e.g. plastic ware at \$_____, chemicals and reagents at \$_____, and gases at \$_____).
2. Data Management: \$___ is requested for hardware/software needed for data management, backing up, security, documentation, and preservation. \$___ is requested for submitting data to an archive.
3. Publication Costs: A total of \$_____ is requested for printing, copying, and dissemination.
4. Consultant Services: (e.g. The symposium will require a professional facilitator for a total of ___ hours at a rate \$_____).
5. ADP/Computer Services (does not include standard desktop office computer, laptop, or the standard tech support provided by the applicant): (e.g. \$___ is requested for reserving ___ hours of computing time on supercomputers at \$___ per hour to run statistics).
6. Subawards/Contractual Costs: A subaward will be made to institution. Name of Other Key Personnel will serve on the subcontract to institution.
7. Equipment or Facility Rental/User Fees: (e.g. \$_____ is requested for the use of temperature and light controlled incubators at a rate of \$_____ per day for _____ days).

D. INDIRECT COSTS

Indirect costs are charged at the applicant's federally negotiated rate of ___% on all direct costs except: equipment, tuition, participant support and the subcontract amounts greater than \$25,000.

If, for any reason, an applicant does not have an indirect cost rate agreement, then no more than 20% of the requested budget may be allocated to indirect costs. In addition, the applicant must submit the following with their cost proposal: 1) copy of actual indirect rate (and details on how the rate was derived) to be validated by financial statements and 2) if applicable, projected future rates and assumptions used in deriving those rates.

F. ADDITIONAL ITEMS