Budget Justification

# Senior/Key Person (Salaries and Wages)

Funding is requested in the amount of $XXX to cover XXX month(s) of summer salary for Dr. XXX based upon $XXX/month for each year of the project. Dr. XXX will …

# Other Personnel

Funds are requested for XXX post-doctoral researcher(s) [insert names here if known] in the amount of $XXX based upon $XXX/month. The post-doctoral researcher will…

Funds are requested for XXX graduate student(s) in the amount of $XXX. The graduate student will…

Funds are requested for XXX undergraduate student(s) in the amount of $XXX. The undergraduate student will…

Fringe benefits for regular employees are calculated at our federally negotiated rate of xx% of requested salary for each year of the project.

# Equipment Description

# Funds are requested to purchase XXXX, in the amount of $XXX. This equipment will [Insert justification]

# Travel

**Domestic**: Funds in the amount of $XXX are requested each year for project personnel to [ Insert the type of travel (e.g. conference, field work, etc.), its relation to the proposed activities, destination and itemized cost of each trip] [SAMPLE itemized costs: The total each year includes estimated airfare ($600; $600 x 1 people x 1 trips), hotel stay ($720; $180 x 1 people x 4 days), per diem allowance ($244; $61 x 1 people x 4 days), and miscellaneous incidentals ($436).]

**International**: Funds in the amount of $XXX are requested each year for project personnel to [Insert the type of travel (e.g. conference, field work, etc.), its relation to the proposed activities, destination and itemized cost of each trip; when anticipated, the proposer must enter the names of countries and dates of visit, if known]

# Participant/Trainee Support Costs

**Stipends:** Funds in the amount of $XXX are requested to provide stipends at $XXX per participant for a total of XXX participants [Insert justification]

**Travel:**  Funds in the amount of $XXX are requested to provide travel support to XXX participants. Such support includes [Insert itemization of the travel costs and justification].

**Subsistence:** Funds in the amount of $XXX are requested to provide subsistence to XXX participants. Such support includes [Insert the specific the type of supports, itemization of the costs and justification].

**Other:** [Insert the specific type of support, itemization of the costs and justification].

# Other Direct Costs

## Materials and Supplies

$XXX is requested each year to purchase [Insert items requested and justification].

## Publication Costs

$XXX is requested each year to cover the costs of [Insert the type of publication/documentation/dissemination activities for which funds are requested].

## Consultant Services

$XXX is requested each year to cover the costs of consultant services. [Insert the individual’s expertise, primary organization affiliation, normal daily compensation rate, ant the number of days of expected service. Travel and subsistence can be included.]

## ADP/Computer Services

N/A

## Subawards/Consortium/Contractual Costs*.*

[Insert the entity’s name] will participate as a subrecipient for which $XXX is requested in year(s) # and #. [Insert a concise description of the work to be performed by the subrecipient.]

## Equipment or Facility Rental/User Fees

## Alterations/Renovations

N/A

## Other (Tuition Remission, etc.)

Tuition remission is requested for the graduate students for each year of the project. The amount is calculated at a rate of XX% of the total amount requested for the graduate students.

# Direct Costs

Total direct costs for all years are $XXX

# Indirect Costs

Indirect costs of $XXX are calculated at the federally negotiated rate of XX%.

# Total Direct and Indirect Costs

Total direct and indirect costs for all years are figured at $XXX.