

Budget Justification

NOTE: In this sample document, the applying organization will be referred to as the applicant. The professional staff who will lead the proposed project and whom the applicant is submitting the application on behalf of will be referred to as project director.

A. PROJECT DIRECTOR/KEY PERSONNEL

Funds are requested to support:

1. the project director, Project Director's Name, for ___% effort annually. His/her compensation is calculated on the basis of ___% of the base salary of \$_____. (S)he will be responsible for overall project direction and coordination, for assuring successful project completion, including submission of progress reports, as required. Project Director's Name will describe major job responsibilities as they relate to the proposed activities.
2. Key personnel, Key Personnel's Name, for ___% effort during the calendar year [or for ___% academic effort plus ___ summer month(s) annually in the case of a key personnel from an academic-partner institution]. His/her compensation is calculated on the basis of ___% of the base salary of \$_____. His/her responsibilities include _____.

Fringe benefits are calculated at _____%.

B. OTHER PERSONNEL

Funds are requested to support

1. ___ administrative staff at ___% effort during the calendar year. (S)he will be responsible for _____.
2. ___ support staff at ___% effort during the calendar year. (S)he will be responsible for _____.
3. ___ data or information-products manager at ___% effort during calendar year for the preparation, management, documentation, and preservation of data and information products.

Fringe benefits are calculated at ___% for support staff and ___% for administrative staff.

C. RESEARCH ACTIVITIES

Equipment Purchases

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

Travel

1. Meetings: Funds are budgeted to cover the travel costs to (e.g. meet with network partners, outreach to other communities).
2. 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).

Participant/Trainee Support Costs

1. Stipend: Approximately ___ participants will earn \$___ 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. office supplies at \$_____).
2. Data and Information-Products Management: \$___ is requested for hardware/software needed for data and information-products 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 of (e.g. flyers program announcements, reports, etc.).
4. Consultant Services: (e.g. The symposium will require a professional facilitator for a total of ___ hours at a rate \$_____).
5. Subawards/Contractual Costs: A subaward will be made to institution. Name of Other Key Personnel will serve on the subcontract to institution. NOTE: Please complete the worksheet for subwards in the budget template.

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. Please provide details on how the indirect cost base was derived.

If, for any reason, an applicant does not have an indirect cost rate agreement with the federal government, then no more than 20% of the requested budget may be allocated to indirect costs. In addition, the applicant without an indirect cost rate agreement with the federal government 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