

## BUDGET JUSTIFICATION: *INSTRUCTIONS*

### A. **Key Personnel** (*includes PI and Co-PIs*) *Base Salary should be listed.*

*For each person, it is recommended that the following be included for clarity.*

#### 1. *Role, position, and suitability to project*

*Enter relevant work or accomplishment here, which shows suitability to project.*

Professor <Name> will serve as PI on this project. A Professor of <Department> at the <Institution>, s/he has researched <XYZ> extensively

#### 2. *List specific role in project, e.g., directing the project, contributing a specific expertise, showing how this is the best person to lead the project.*

#### 3. *Commitment of effort to project*

*NSF forms request commitment be listed in academic (9 month), summer, or calendar months. Personnel with no salary request may not be listed in the budget; their expertise may be listed in the Facilities section. Base Salary should be listed.*

Dr. <Name> is committed to the project for <#> calendar months per year with a base salary of \$xxx,xxx. An escalation rate of 3% per year for Dr. <Name>'s salary has been calculated for the period.

*Note: There is an annual limit of 2 calendar months total per PI for ALL of their NSF proposals, which may not be exceeded without prior NSF approval.*

*Please remember to escalate salary for subsequent years, as natural rate of inflation can cause a multi-year project to become under-funded in the later years. A 3% or 4% escalation is standard. (In some cases, PIs have chosen to exclude escalation for their own salaries for various reasons. One reason may be to focus on the cost of supplies or other expense, which is vital to the execution of the project, and to fit the budget cap instituted by the funding agency.)*

### B. **Other Personnel** (*includes non-key personnel, that is, members who will not be playing a leadership role, but will contribute through their labor, such as graduate students, postdocs, technicians, and administrative staff*)

#### *Example:*

Graduate Student: Dr. <Name> requests one graduate research assistant for the project. The student will work xxx (*state the responsibilities here*), and he will devote xx% time to the project. Funds have been requested with an escalation of 3% in following years.

### C. **Fringe Benefits**

*Always check OSP or Financial Affairs website for latest approved rates.*

- *Faculty xx%*
- *Staff xx%*

- *Postdoctorals xx%*

**D. Equipment** *(items of durable value exceeding \$5,000)*

*List the equipment you are requesting for the project. Include model no. and price quotes from a reputable source, listing name of source (if available). Explain the necessity of the equipment to the project, and how this item will be used by the different parties in the proposal.*

**E. Travel**

*List total amount requested in first year. If you know which conferences you will be attending, providing this detail would be helpful, as this is one gauge of the breadth of work you will be doing, presenting results and participating in academic exchange. Please specify domestic or international travel, and include reasonable amounts. Please read the RFP carefully to ensure that you've included any required travel, for instance for the PI to travel to NSF-sponsored events relevant to the project.*

**F. Participant Support Costs**

*(A participant is defined as an educational participant, someone who is not bound by contract in the way an employee is to produce a specific product. Usually the participant is participating in an educational capacity, and benefits from the project's educational goals.)*

- *List the stipend each participant will have, and what expenses are figured into the provision of the stipend.*
- *List amount allotted for travel. Do not add this amount to the amount listed in "E. Travel," which is for key personnel and other personnel. Explain the purpose of the travel.*
- *List amount allotted for subsistence, which could be a food per diem. Specify the period for which you are providing assistance for subsistence.*
- *List any other expense associated for the participants, and how this is relevant and necessary to the project (e.g., supplies, printing of materials, etc.).*

**G. Other Direct Costs**

1. *Supplies: Expenditures budgeted for this proposal are costs that can be identified specifically with this particular sponsored project and are required in the direct performance of the research. These expenses include applicable laboratory supplies.*

2. *Publication Costs: Many journals require a per-page or per-article publication cost, and these fees should be paid for through your grant. Other publication costs, including posters for meetings, should also be included.*

3. *Consultant Services: Please make sure that consultants are well justified and that you have also included a letter of collaboration for all consultants. Include breakdown of costs associated with services (i.e., hourly rate, fee for service).*

4. Computer Services: *Make certain that the need for any computer-related expenses are justified by the project, and make sure that you remember to include the cost of any software necessary for the project.*

5. Subawards: *List total costs for subawards here (if more than one, state amount for each and grand total). NSF requires subcontracts to submit separate budget with budget justification. If you have a subcontractor, request these items and ensure they submit a detailed budget and justification on the correct forms.*

6. Other: *The "Other" category includes expenses not otherwise listed and/or tuition expenses that will be covered by the grant.*

#### **H. Indirect Costs (Facilities and Administrative Costs)**

*The Modified Total Direct Cost Base includes all direct costs minus equipment over \$5,000, participant support costs, and Grad student remission fees, plus the first \$25,000 per subcontract.*

**Verify current federally negotiated rate here.**

#### *Example:*

Using DHHS negotiated rates, the modified total direct cost base of \$xxxx,xxx was multiplied by the negotiated rate of xx% to obtain the indirect cost of \$xxx,xxx for the first rate. The same formula was applied in all subsequent years.

**BLANK TEMPLATE FOLLOWS**

## **Budget Justification**

**A. Key Personnel**

**B. Other Personnel**

**C. Fringe Benefits**

**D. Equipment**

**E. Travel**

**F. Participant Support Costs**

**G. Other Direct Costs**

**H. Indirect Costs**