

# BUDGET JUSTIFICATION EXAMPLE

**Project Title:** Example project title

**Salaries and Wages for PIs.** Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual.

**Federal:**

N/A

**Matching:**

Dr. \_\_\_\_\_, Assistant Professor in \_\_\_\_\_, University Name at \_\_\_\_% effort at a salary of \$xxx,xxx.  
Total provided as match \$x,xxx.

**Salaries and Wages for Graduate Students.** Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual. (Other forms of compensation paid as or in lieu of wages to students performing necessary work are allowable provided that the other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work. Also, note that tuition has its own category below and that health insurance, if provided, is to be included under fringe benefits.)

**Federal:**

Name, PhD student 1: (Spr. & Fa.) covered by fellowship; Request summer support: 3 mths - 30 hrs @ \$15/hr x 12 wks = \$5400.

Name, PhD student 2: (Spr. & Fa.) covered by fellowship; Request summer support: 3 mths- 30 hrs @ \$15/hr x 12 wks = \$5400.

Total Requested: \$10,800

**Matching:**

N/A

**Salaries and Wages for Undergraduate Students.** Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual. (Other forms of compensation paid as or in lieu of wages to students performing necessary work are allowable provided that the other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work. Also, note that tuition has its own category below and that health insurance, if provided, is to be included under fringe benefits.)

**Federal:**

None requested. Undergraduates will receive course credit.

**Matching:**

N/A

**Salaries and Wages for Others.** Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual.

**Federal:**

\_\_\_\_\_, Part-time research associate: summer 2022: \$20/hr x 20 hrs/wk x 12 wks = \$4,800.

Total Requested: \$4800

**Matching:**

N/A

**Fringe Benefits for PIs.** Provide the overall fringe benefit rate applicable to each category of employee proposed in the projects. Note: include health insurance here, if applicable.

**Federal:**

N/A

**Matching:**

Fringe benefits for retirement, social security, and other fringe for Dr. \_\_\_\_\_, Assistant Professor in \_\_\_\_\_, full-time faculty is \_\_\_\_\_% of salary. Health insurance is \_\_\_\_\_/yr. Life insurance is at a yearly rate of \$xxx. Total amount provided as match \$x,xxx.

**Fringe Benefits for Graduate Students.** Provide the overall fringe benefit rate applicable to each category of employee proposed in the projects. Note: include health insurance here, if applicable.

**Federal:**

Fringe benefits for graduate students is \_\_\_\_\_% (\_\_\_\_\_% FICA and \_\_\_\_\_ Other Fringe) of salary plus a prorated amount of \$\_\_\_\_\_ for health insurance based on the student insurance rate of \$\_\_\_\_\_.

Total Requested: \$\_\_\_\_\_

**Matching:**

N/A

**Fringe Benefits for Undergraduate Students.** Provide the overall fringe benefit rate applicable to each category of employee proposed in the projects. Note: include health insurance here, if applicable.

**Federal:**

N/A

**Matching:**

N/A

**Fringe Benefits for Others.** Provide the overall fringe benefit rate applicable to each category of employee proposed in the projects. Note: include health insurance here, if applicable.

**Federal:**

N/A

**Matching:**

N/A

**Tuition for Graduate Students.** Provide time & amount. In-state or Out-of-state tuition?

**Federal:**

None requested. Graduate student tuition addressed from University Fellowship.

**Matching:**

N/A

**Tuition for Undergraduate Students.** Provide time & amount. In-state or Out-of-state tuition?

**Federal:**

N/A

**Matching:**

N/A

**Supplies.** Indicate separately the amounts proposed for laboratory and field supplies followed by a breakdown of the supplies in each category. Provide number of items, price per item, and relevance to the project. Include estimates when possible.

**Federal:**

Lab supplies: Isotope analysis costs (\$23/sample, 20 samples: \$460)

Field supplies: Water temperature and level loggers (2 @ \$750 each: \$1500)

Atmospheric loggers of temperature and pressure (2 @ \$120 each:  
\$240)

Total Requested: \$2,200

**Matching:**

N/A

**Equipment.** Identify non-expendable personal property having a useful life of more than one (1) year and an acquisition cost of more than \$5,000 per unit. If fabrication of equipment is proposed, list parts and materials required for each, and show costs separately from the other items. A detailed breakdown is required. NOTE: Need description of what will be done with equipment after the project as well as the model numbers and other detailed information.

**Federal:**

\$5500 - MicaSense multi-spectral camera, necessary to monitor plant health at field site. It is requested that the camera remain with the PIs lab after the project concludes. Quotes with descriptions attached.  
Total Requested: \$5,500

**Matching:**

Click or tap here to enter text.

**Services or Consultants.** Identify the specific tasks for which these services, consultants, or subcontracts would be used. Provide a detailed breakdown of the services or consultants to include personnel, time, salary, supplies, travel, etc. **A breakdown is required for each cost.**

**Federal:**

N/A

**Matching:**

N/A

**Travel.** Provide the purpose and estimated cost for all travel. **A separate breakdown should be provided for each trip, and it should include the destination, number of personnel, number of days, per diem rate, lodging rate, mileage and mileage rate or airfare (whatever is applicable).** Please indicate the source you used for the per diem rate (e.g. <https://www.gsa.gov/travel/plan-book/per-diem-rates>). Failure to provide the necessary information for each project has the potential to delay the entire award.

**Federal:**

Two trips to same field destination = \$1684 total. Breakdown includes 300 miles round trip at \$0.65 per mile; hotel for 2 people \$93 for two nights and 3 days; per diem of \$55 per person (2.5 days; includes .75 for first and last day). = \$842 per trip. Used UK's per diem rates found here: \_\_\_\_\_(link).

**Matching:**

Click or tap here to enter text.

**Other Direct Costs.** Itemize costs not included elsewhere, including publication costs. Costs for services and consultants should be included and justified under "Services or Consultants" (above). Please provide a **detailed breakdown** for costs listed under this category.

**Federal:**

Nutrient Samples, Western Lab, \$75 per sample; 2 field sites x 3 seasons per site = \$450; Publications: \$150 page cost beyond six pages, estimate \$600 for Journal Environmental Quality.  
Total Other Direct Costs: \$1,050

**Matching:**

N/A

**Indirect Costs.** Provide negotiated indirect (“Facilities and Administration”) cost rate. If indirect costs are provided, please include a copy of your current Indirect Cost Rate Agreement so the rate can be verified.

**Matching:**

As cost share match, indirect costs are calculated on the University Name F&A rate of xx% on \$x,xxx in federal costs and \$x,xxx in non-federal costs. Total indirect costs \$x,xxx.