Budget Justification

A. Senior/Key Personnel

(For senior personnel, include names, person months, and description of the person’s role on the project)

Dr. XXX, Principal Investigator: Funding is requested in the amount of $XXXX to cover XXX month of academic/summer/calendar salary for Dr. XXX for each year of the project. Dr. XXX is the ... and will be responsible for ...

B. Other Personnel

(For other personnel, include names, person months, and description of the role on the project)

TBD, Postdoctoral Researcher: $XXXX is requested for a postdoctoral researcher for XX academic/summer/calendar months. He/She will be responsible for the following ...

TBD, Graduate Student: Funds are requested for one graduate student in the amount of $XXXX for XX academic/summer/calendar months. The graduate student will ...

C. Equipment

(Equipment is defined as an item or property that has an acquisition cost of $5,000 or more and an expected service life of more than 1 year. List each item of equipment separately and justify each.)

$XXXX is requested to purchase ... for this project.

D. Travel

1. Domestic:

(Include the purpose, destination, dates of travel (if known), and the number of individuals for each trip. If the dates of travel are not known, specify the estimated length of trip (e.g., 3 days)).

Funds in the amount of $XXXX are requested each year for project personnel to attend ...

[SAMPLE:

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).]

2. Foreign:

(Include the purpose, destination, dates of travel (if known), and the number of individuals for each trip. If the dates of travel are not known, specify the estimated length of trip (e.g., 3 days)).

Funds in the amount of $XXXX are requested each year for project personnel to attend ...

Funds will be used for airfare, lodging, conference registration, meals, per diems, etc.
E. Other Direct Costs

(Only include what is requested from the following items)

1. Materials and Supplies:

   (If applicable, indicate general categories such as glassware, chemicals, animal costs, etc., including an amount for each category. Categories with amounts < $1,000 are not required to be itemized).

   $XXXX is requested to purchase ..

2. Publication Costs:

   $XXXX is requested for the costs of ..

3. Consultant Services:

   (If applicable, for each consultant listed include the services he/she will perform, total number of days, travel costs, and the total estimated costs. As applicable, include names and organizational affiliations other than those involved in the consortium/contractual arrangements, consulting physicians in connection with patient care, and persons who are confirmed to serve on external monitoring boards/advisory committees.)

   Funds are requested in support of consultant services. XXXX will perform .. for a total of XX days, inclusive of travel costs of $XXXX, for a total estimate of $XXXX requested funds.

4. ADP/Computer Services:

   (If applicable, include the established computer service rates at the proposing organization)

   $XXXX is requested in support of ADP/computer services consisting of .., based on a rate of XX per XX

5. Subawards/Consortium/Contractual Costs

   (If applicable, Include the total funds requested (direct and indirect costs) for all subaward/consortium organizations proposed)

   XXX will participate as a subrecipient for which $XXXX is requested in year(s) # and #.

6. Equipment or Facility Rental/User Fees:

   (If applicable, identify and justify each equipment or facility rental/user fees.)

   $XXXX total funds are requested for ..