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**Budget Justification**

**<Project Name> <Project Dates>**

**Salaries and Wages**: $xxx,xxx

<Name>, Project Director, will be responsible for <describe responsibilities>. He/She will devote x% effort during the grant period. $xx,xxx will be contributed by the University.

<Name>, Project Co-Director, will be responsible for <describe responsibilities>. He/She will devote x% effort during the grant period. $xx,xxx will be contributed by the University.

<Undergraduate/Graduate> student workers will be hired to <describe roles and responsibilities>. $xx,xxx (x students \* $x/hour \* hours/week \* x weeks) is requested from <Grantor>.

Overall, $xxx,xxx is being requested from <Grantor> and $xx,xxx is being contributed by the University.

**Fringe Benefits**: $xx,xxx

Benefits are calculated at the institutional rates of 35% for staff/administrative (non-exempt) employees, 26% for full-time faculty, 15% for part-time faculty, 28% for administrators and 10% for student workers.

$x,xxx is requested from <Grantor> for the staff/administrative (non-exempt) employees; $x,xxx is requested from <Grantor> for the full-time faculty; $x,xxx is requested from <Grantor> for part-time faculty; and $x,xxx is requested from <Grantor> for administrators and $x,xxx is requested from <Grantor> for student workers.

$xx,xxx is being contributed by the University for administrative employees; $x,xxx is being contributed by the University for full-time faculty.

Overall, $xx,xxx is being requested from <Grantor> and $xx,xxx is being contributed by the University.

**Consultant Fees**: $xx,xxx

Consultants will be hired to <describe roles and responsibilities of contractors>. $xx,xxx ($x/hour \* x hours) is requested from <Grantor>.

**Travel:** $x,xxx

$x,xxx is requested for travel for <describe who is travelling, where they are travelling, how many days/nights and the purpose of the travel>. ($xxx airfare + $xxx/night \* x nights hotel + $xx per diem \* x days + $xxx ground transportation).

**Supplies and Materials:** $xx,xxx

$xx,xxx is requested for <describe supplies and materials and their purpose>.

**Services:** None requested.

**Other Costs:** $xx,xxx

$xx,xxx is requested from <Grantor> for <describe other costs and their purpose here>.

**Indirect Costs:** $xxx,xxx

Overall, indirect costs are calculated at the Federal approved rate of 51.4% of salaries and wages. $xxx,xxx is being requested from <Grantor>.

**Summary:**

|  |  |
| --- | --- |
| Total Requested from <Grantor> | $xxx,xxx |
| Total University Contribution | $xxx,xxx |
| **Total Project Cost** | **$xxx,xxx** |