

# **Budget Justification SAMPLE template**

## **Budget Justification**

**Principal Investigator:**

**Project title:**

**Senior/Key Personnel:** (Describe and justify personnel information for each position budgeted by providing a brief description each individual's responsibility and justify each categorical cost by budget year. Examples are as follows: (Note: The roles identified in the budget justification must match the budget)

**Jane Smith MD, PhD, Principal Investigator** (1.2 calendar months/10% effort): Professor Smith will provide scientific direction and supervision for the project (please specify what this entails).

OR

**Jane Smith MD, PhD, Principal Investigator** (1 academic months/11.2% effort; 1 month Summer months/33.33% effort)

OR

**Jane Smith MD, PhD, Principal Investigator** (1.2 cal months/10% effort, No salary requested): (Internal Note: this requires cost sharing. However, NSF does not allow costsharing)

OR

**John Doe MD, PhD Principal Investigator** (0.09 academic months/1% effort; 1 summer month/33.33% effort) / No salary requested for the Academic months. (Internal Note: this requires cost sharing)

**John Doe, MD, Co-Principal Investigator** (2.4 cal months/20% effort for Year 1 and Year 2; 1.2 cal months/10% effort for Year 3 and Year 4): Dr. Doe will (please specify role on project)

**John Doe, PhD, Co-Investigator** (6 cal months/50% effort): Dr. Fordun will research the (please specify role on project)

**Mary Jones, MD, PhD, Faculty** (.06 cal months/5% effort for Year 1 and Year 2; no salary requested): Dr. Vera-Cardo will serve as a consultant (please specify role on project)

**Other Significant Contributors:**

**Sue James, PhD, Postdoc** (12 cal months/100% effort): Dr. James, will contribute to the development of the survey questions and interpretation of test and survey results.

**TBD, Postdoc** (12 cal months/100% effort)

**John Jones, BA, Research Associate** (4 academic months/50% effort: Salary and tuition requested for Year 1 and Year 2): Mr. Jones will oversee recruitment of High School teachers and coordinate the administration of student tests and surveys.

**Graduate Research Assistants:** (Sample description:) To Be Determined, we are requesting support for one Graduate Research Assistants

- 1 graduate research assistant will support the project at 50% FTE level during the academic year and about 25% FTE in the summer, in each budget year. He or she will assist in ongoing literature review, document review for project districts, qualitative data management and analysis, and management and statistical analysis of survey data.

**Graduate *Students* Research Assistants:** To Be Determined; we are requesting support for three graduate *student* RAs:

- 2 graduate students (Ph.D.) in Energy Resources Engineering at 50% FTE (2 Ph.D. student at \$6,542/a quarter for 4 quarters = \$52,339)
- 1 graduate student (Ph.D.) in Geophysics at \$11,498/a quarter for 4 quarters = \$34,494 for the first year. These Graduate RAs will carry out the applications for folding proteins and coding data.

**May Jackson, Administrative Associate** (4 cal months/25% effort). [When writing budget justifications for categories of administrative costs, the amount of detailed information in the justification should be tailored to sponsor-specific requirements and

the specific project or activity. For personnel and other expenses, explain the function of the position or cost as it directly relates to and benefits the project. Be sure to include project specific details to highlight the activities that make the project administratively intensive and thus a major project. When such costs are explicitly listed and justified in the sponsor-accepted budget, grant/contract administrators, auditors, and sponsoring agencies can easily understand the nature of the costs and their allowability under the regulations. The primary purpose of a justification is to provide support for the funds requested to ensure adequate funding.]

**Other Direct Costs:**

**Supplies:** justify the requested dollar amount by listing the items to be purchased and the cost for each i.e per unit, per box, etc., by budget year. Include a basis for the cost i.e. how were these costs derived.

**Equipment:** Describe and itemize all equipment expenses by budget year

**Animal costs:** identify animal (i.e. mice, rabbits, monkeys), cost of purchases and cost of care by budget year.

**Lab User fees:** Describe and list rates/cost breakdown. [Identify the lab by full name, try to avoid acronymns]

**Travel:** For each trip, include personnel title and FTE of person(s) traveling, dates of travel, purpose of trip as it pertains to scope of work, location and approximate cost. The approximate cost should include an expense breakdown for registration, hotel, mileage, meals, parking, etc. Indicate the travel and per diem expenses

**Publication costs:** If consultant services or stipends are budgeted, provide the following details: Consultant name; list as "TBD" if not known; Brief description of services to be provided; Basis for the Cost - approximate number of consulting hours and/or days to perform the deliverable that will be contracted for and the hourly/daily rate; and Total costs

**Consultants:** If consultant services are budgeted, provide the following details: Consultant name; Brief description of services to be provided; Basis for the Cost - approximate number of consulting hours and/or days, and Total costs.

**Subcontracts:** Identify Subcontract Principal Investigator and Institution/Company. Brief description of services to be provided; Basis for the Cost – Project years: Total costs.

**Tuition:** We requested tuition costs for the 3 graduate student RA's listed above, for Years 1, 2 and 3 with a total tuition of \$5450 a quarter for 4 quarters. During the 2008-09 academic year, the portion of tuition charged to sponsored projects for 50% Full Time Employed (FTE) graduate research assistants in the School of Humanities and Sciences totals \$5,076 per quarter at the 8-10 unit enrollment level. Tuition is requested for one Research Associate for budget Year 1 and Year 2.

**Fringe Benefits rates:** Per agreement dated January 13, 2012 between Stanford University and the Office of Naval Research, effective September 1, 2011 the predetermined fringe benefit rates for Fiscal Year 2012 are 30.4% for faculty and staff, 22.5% for postdoctoral scholars, 4.7% for graduate research assistants, and 7.9% for contingent employees.

Include TGP (1.60% amount for non-government sponsors, which is charged against regular eligible employee salaries only).

**Facilities and Administrative cost rates: Facilities and Administrative costs:**

Per agreement dated August 5, 2011 between Stanford University and the Office of Naval Research, effective September 1, 2011 the predetermined facilities and administrative costs rate for on-campus research for fiscal year 2012 is 57.0% on modified direct costs (excludes capital equipment, patient care and tuition and subawards in excess of \$25,000).

Other rates may apply if the project is off-campus and/or the project is deemed to be other sponsored activity or instructions. Please see links for further information:

<http://ora.stanford.edu/rates>

<http://rph.stanford.edu/3-2.html>

**Inflation:** A 3% cost of living increase was assumed for all salaries according to guidelines approved by Stanford University and was also applied to other categories where noted.

Note: Only include information that is applicable to and accurate for your project. For example, if your budget does not include tuition then you should not include a justification for tuition.