# Budget Justification

<Title of Project>

University of Cincinnati PI: <Insert PI name>

**Justification should be no more than 5 pages in length. Any text in blue or examples should be deleted and not included in your final budget justification.**

Per NSF PAPPG guidelines, “year” is defined by the University of Cincinnati as our fiscal year, July 1 through June 30.

1. **Key/Senior Personnel**

The following is recommended for use for clarity:

* Role, position, and suitability to the project.

<Title> <Name> will serve as PI on this project. A <title> of <Department> at the University of Cincinnati, s/he/their has research <XYZ> extensively. Enter relevant work or accomplishment(s) here, which shows suitability to the project.

* List specific role in project, e.g. directing the project, contributing specific expertise
* Commitment of effort to the project:

<Title> <Name> is committed to the project for <##> calendar/academic/summer support each year of the project

* You can choose to list the 1st year salary or multiple annual salary with the committed effort. This is optional, but an explanation of your salary should be made.

*Example:*

*Dr. Jane Doe an Associate Professor of the Department of Mathematics at the University of Cincinnati will be the Co-Principal Investigator (Co-PI) of this project. She has been funded on several ……. (You may include area(s) of expertise, notable accomplishments especially those that are relevant to the project). Her expertise in Mathematics will assist in the project goal of XYZ*

*Dr. Doe is committed to the project for <##> calendar/academic/summer support each year of the project.*

1. **Other Personnel**

Included non-key personnel, i.e. those who will not have leadership roles on the project, but will contribute through their work. Examples include graduate students, post docs, technicians, or administrative staff.

*Example:*

*TBN, <Role> will commit X% of his/her/their time with $X (stipend/salary) in the first year. The <Role> will (provide detail of what the person will be doing on this project)*

All salaries are based on <DATE> actual salaries and are projected to include a(n) X% annual escalation each year.

1. **Fringe Benefits**

Fringe Benefits are a direct-charge as a percentage of salaries and wages at rates established by the university, and approved annually by DHHS.

1. **Equipment (list item and dollar amount for each item exceeding $5000.)**

List the equipment you are requesting for the project. Include the model number and price quotes from a reputable source, listing name source. Explain the necessity of the equipment to the project and how this item will be used by the different parties in the proposal.

1. **Travel**

*Funds may be requested for field work, attendance at meetings and conferences, and other travel associated with the proposed work, including subsistence. Attendance at meetings or conferences must be necessary to accomplish proposal objectives, or disseminate its results. Please read the RFA 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.*

**Domestic**

$X is requested for Domestic Travel for …. Provide the purpose of the trip, number

of trips, number of days per trip, location/intended destination, and number of people per trip

**International**

$X is requested for International Travel for …. Provide the purpose of the trip,

number of trips, number of days per trip, location/intended destination, and number of people per trip

1. **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 you are providing assistance for subsistence in.
* 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.).

1. **Other Direct Costs**
   1. **Materials and 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.

* 1. **Publication costs/Documentation/Dissemination**

Cost of documenting, preparing, publishing or otherwise making available to others the findings and products of the work conducted on the project.

* 1. **Consultant Services**

Consultant organizational affiliation, rate per day/hour, number of days, any additional required costs of the consultant such as travel, lodging, supplies. Include the total cost of the consultant.

* 1. **Computer Services**

Costs for computer services, including computer-based retrieval of scientific, technical and educational information, may be requested only where it is institutional policy to charge such costs as direct charges. A justification based on the established computer service rates at the proposing organization must be included. The proposal budget also may request costs for leasing of computer equipment

* 1. **Subawards**

Identify and briefly describe other institutions involved in the project and total costs requested for each.

*Example:*

*A subaward is requested over the 3 years of the project to support The University of Kentucky work under the guidance of Dr. John Hancock in the Chemistry Department as per the work described in the project description. Please see separate subaward budget and budget justification for detailed cost information.*

* 1. **Other**

Any other direct costs not specified in categories above must be identified, itemized, and detailed in the budget justification, such as a payment to human subjects

1. **Total Direct Costs**

Sum of sections A through G above

1. **Indirect Costs (Facilities and Administrative Costs)**

Indirect costs are based on the most recently approved DHHS Agreement with the University of Cincinnati dated [insert date of current rate agreement]. The University of Cincinnati's F & A rates are calculated on a Modified Total Direct Cost (MTDC) basis i.e. F & A rates are applied to all direct line items in the budget with the exception of the following: equipment over $5000/item, alterations and renovations, patient care costs, tuition remission, rental costs, scholarships and fellowships, participant support costs, individual sub-contract costs beyond the first $25,000, TELCO (Long Distance), UCIT.