Budget Justification
(Maximum 3 pages)

Delete any section or sub-section for which there are no expenses in your budget.

A. Senior Personnel

Dr. X, PI, will commit X month(s) of [Academic Year/Summer/Calendar Year] salary in each project year [Note: no more than two months’ salary is permitted without additional justification]. S/he will also commit additional time as needed in order to accomplish the project goals. S/he will [List responsibilities, e.g.: coordinate all research activities, supervise graduate students, oversee logistics and all project management activities, perform the research as described in the Project Description, prepare manuscripts for publication and disseminate project results at conferences, and prepare and submit technical reports to NSF.] Dr. X’s rate of pay is $XX,XXX per [Academic Year/Calendar Year].

Dr. Y, Co-PI, will commit X month(s) of [Academic Year/Summer/Calendar Year] salary in each project year. S/he will [List responsibilities, e.g.: supervise graduate students, perform the research as described in the Project Description, prepare manuscripts for publication and disseminate project results at conferences.] Dr. Y’s rate of pay is $XXX,XXX per [Academic Year/Calendar Year].

[Add additional Senior Personnel as needed.]

B. Other Personnel

B1. Postdoctoral Scholars

Funds are requested for a postdoctoral researcher in Years X-X. The postdoc will [list responsibilities]. The Postdoc’s rate of pay is $XXX,XXX per Calendar Year.

B2. Other Professionals

Funds are requested for a [Name of job: research technician, etc.] in Years X-X. The [Name of job] will [list responsibilities]. The rate of pay for this position is Dr. X’s rate of pay is $XXX,XXX per Calendar Year.

B3. Graduate Students

Funds are requested for X [Master’s-level or PhD-level] [Calendar-year or Academic-year] graduate students in years X-X. One graduate student under the direction of Dr. X will [list responsibilities]. The second student, under the direction of Dr. Y, will [list responsibilities]. [Repeat as needed.]

B4. Undergraduate Students

Funds are requested for X undergraduate student worker(s) in years X-X. This student will be paid $10/hour for approximately XXX hours per year to [list responsibilities].

B5. Secretarial/Clerical

[Note: only permitted when these services are integral to the project, the individual can be specifically identified with the project, and such costs are not also recovered as indirect costs. These costs are normally considered part of administrative expenses (part of Indirect Costs).]

Funds are requested for [Job title: accountant, administrative assistant, etc.] in years X-X. This person will [list responsibilities, quantifying whenever possible: number of trips planned, conferences or workshops organized with number of attendees, etc.].

Salaries for faculty and graduate students include a 2% cost-of-living increase in each year.
C. Fringe Benefits
Fringe benefits are estimated at XX.XX% for faculty summer salary, XX% for faculty calendar-year salary [repeat as necessary for each different fringe %] and [6% for graduate student health insurance]. Fringe benefits are charged at actual rates as these expenses accrue.

D. Equipment
[Name of Equipment Item costing more than $5,000] $X,XXX is requested for a name of item. [Describe item.] [Describe purpose of item with regard to the project.]

E. Travel
E1. Domestic Travel
Funds are requested in years X for [name of person or persons] to travel to [place] to [purpose]. Costs include [provide specifics. For conference travel, a reasonable flat amount is fine. For other types of travel – e.g., fieldwork, advisory board meetings, etc. – break down costs among transportation, lodging, per diem, etc.]. [Start a new paragraph for each different domestic travel type.]

E2. Foreign Travel
Funds are requested in years X for [name of person or persons] to travel to [place] to [purpose]. Costs include [provide specifics. For conference travel, a reasonable flat amount is fine. For other types of travel – e.g., fieldwork, advisory board meetings, etc. – break down costs among transportation, lodging, per diem, etc.]. [Start a new paragraph for each different domestic travel type.]

F. Participant Support Costs
Note: check with your grants administrator or an NSF team member in OSPA persons to verify whether expenses should be included under Participant Support. Participant Support Costs are excluded from the F&A calculation. During the grant period, prior NSF approval is required to re-budget funds out of (but not into) the Participant Support category.

F1. Stipends
Funds are requested in year X for [name and justify expense].

F2. Travel
Funds are requested in year X for [name and justify expense].

F3. Subsistence
Funds are requested in year X for [name and justify expense].

F4. Other
Funds are requested in year X for [name and justify expense].

G. Other Direct Costs
G1. Materials and Supplies
$X.XXX is requested for supplies over the life of the project. [List amounts for, and describe, any broad categories of supplies. You do not have to list specific amounts for standard lab supplies like reagents, glassware, etc.]

G2. Publication Costs/Documentation/Dissemination
Funds are requested in years X-X for journal page charges and other publication and dissemination costs.

G3. Consultants
[Name of Consultant] will [List responsibilities.] [Describe expertise, primary organizational affiliation, normal daily compensation rate, and number of days of expected service.] Note: travel costs (including per diem, etc.) are included in a consultant’s rate of pay and should not be budgeted separately under most
circumstances. No GSU employee can ever be considered a consultant on a GSU proposal.

**G4. Computer Services**
Funds are requested in Year X for [List and justify any computer service for which there is a charge or fee].

**G5. Subawards**
The project includes subawards to [name(s) of subawardee organizations]. Subaward budgets are justified separately.

**G6. Other**
[Anything that doesn’t fit in one of the other categories goes here. Examples may include graduate student tuition and mandatory fees (which are excluded from the indirect cost calculation); human subjects incentive payments; payments for services or contractual costs that do not rise to the level of a sub-award, such as genetic sequencing or laboratory testing paid to a third party; or anticipated charges for GSU services that have associated user fees.]

**I. Indirect Costs**
Indirect costs are calculated at the federally negotiated rate of XX% MTDC for [on-campus or off-campus] [project type: research, public service, instruction] projects per the most recent F&A Rate Agreement negotiated with the Department of Health & Human Services.