**Budget Justification**

**Title: Please Enter Title of Project Here**

**Year 1 - Personnel Total Federal: $xx Total Match: $xx**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position Title & Name** | **Yearly Salary** | **% of Time** | **# of Months** | **$ Federal** |
| PI, | $ | x.x% | x.xx | $ |
| All other personal detailed – one line per person or position | $ | x.x% | x.xx | $ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position Title & Name** | **Yearly Salary** | **% of Time** | **# of Months** | **$ Match** |
| PI, | $ | x.x% | x.xx | $ |
| All other personal detailed – one line per person or position | $ | x.x% | x.xx | $ |

**Personnel Justification**

Sample Justification

PI, NAME - This position directs the overall operation of the project; responsible for overseeing the implementation of project activities, coordination with other agencies, development of materials, provision of in-service and training, conducting meetings and coordinating with agencies, designs and directs the gathering, tabulating and interpreting of required data, responsible for overall program evaluation and for staff performance evaluation; and is the responsible authority for ensuring necessary reports/documentation are submitted to NOAA. This position relates to all program objectives. John Doe will provide xx months effort for a total federal request of $xx with a match of $xx.

**Year 1 – Fringe Benefits Total Federal Requested: $xx Total Match: $xx**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title & Name** | **Yearly Salary** | **% of Rate** | **$ Federal Fringe** |
| PI, | $x | xx.xx% | $x |
| All other personal detailed – one line per person or position | $x | xx.xx% | $ x |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title & Name** | **Yearly Salary** | **% of Rate** | **$ Match Fringe** |
| PI, | $x | xx.xx% | $x |
| All other personal detailed – one line per person or position | $x | xx.xx% | $ x |

**Fringe Benefits Justification**

Sample Justification

The fringe benefit rate for full-time employees for years one and two is calculated at 33%. The fringe rate for the student is calculated at 7%. For years three and four, the fringe rate is anticipated to increase to 34% for employees and remain at 7% for graduate students.

**Year 1 – Travel Total Federal Requested: $xx Total Match: $xx**

Sample Budget:

TRAVEL - DOMESTIC Total $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Domestic Travel:

1 trip x 1 person @ $800 airfare = [amount]

2 days per diem x $37/day x 2 people = [amount]

1 night’s lodging x $67/night x 2 people = [amount]

Ground transportation 1 person = \_ [amount]

Total [amount]

TRAVEL - FOREIGN Total $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Foreign Travel:

1 trip x 1 person @ $800 airfare = [amount]

3 days per diem x $45/day x 1 person = [amount]

2 nights lodging x $88/night x 1 person = [amount]

Ground transportation 1 person = [amount]

Total [amount]

**Travel Justification**

Sample Justification

The Project Coordinator and the Education Specialist will travel to (Event location) to provide training at the “Train the Trainers” workshop being help (Date). They will both travel from (origin) to (destination) and take ground transportation from the airport to the event/hotel.

**Year 1 – Equipment Total Federal Requested: $xx Total Match: $xx**

Sample Budget

[Item] = [amount]

[Item] = [amount]

[Item] = [amount]

Total [amount]

**Equipment Justification**

Sample Justification

Equipment costs of [$ amount] is requested for modified gill nets (1x$20,000), anchors (2x$6,000), floating and acoustic transmitters and receivers (4x$10,000). The gill nets will be used for [description]. The anchors are needed for [description]. The transmitters and receivers will be used for [description].

Please add a lease vs. buy comparison for equipment, if applicable. Non-Federal entities should conduct a lease versus purchase analysis to determine best value. General purpose equipment such as office equipment and furnishings, and information technology equipment and systems are typically not eligible for direct cost support (2 CFR §200.439).

**Year 1 – Supplies Total Federal Requested: $xx Total Match: $xx**

Sample Budget

General office supplies (pens, pencils, paper, etc.)

Lab supplies (developing chemicals, petri dishes, etc.)

12 months x $100/month = [amount]

2,000 pamphlets entitled [name] x $.58 ea. = [amount]

**Supplies Justification**

Sample Justification

General office supplies will be used by staff to carry out daily activities of the program. Pamphlets will be kept in stock and distributed to schools as needed upon request. Supplies relate to (describe how pamphlets relate to objectives).

**Year 1 – Contractual Total Federal Requested: $xx Total Match: $xx**

Sample Budget

Name of Organization

Performance Period

Description of Activities

**Contractual Justification**

Sample Justification

Contractual costs of [$ amount] is requested for the university to execute a contract with TBD, competed competitively, for [$ amount] to develop and deploy satellite tags on North Atlantic right whales for 2016 (one year). Expenses will include: (1) personnel and fringe for a technician to implement tag development and testing during Year 1, (2) expenses TBD to travel to Seattle, WA to meet with XX computers engineers to develop a GPS-linked satellite tag, (3) travel for TBD to the Southeast U.S. to lead tag deployments in 2015 and 2016, and (4) tagging supplies (satellite tags, tag darts, measurement electronics for tag testing, other tag testing supplies). TBD will report to the university quarterly to ensure progress. [Attach itemized budget.]

**Year 1 – Other Total Federal Requested: $xx Total Match: $xx**

**Other Justification**

**Year 1 – Direct Charges Total Federal Requested: $xx Total Match: $xx**

|  |  |  |
| --- | --- | --- |
|  | **Federal Request** | **Match** |
| **Personnel** | $ | $ |
| **Fringe** | $ | $ |
| **Travel** | $ | $ |
| **Equipment** | $ | $ |
| **Supplies** | $ | $ |
| **Contractual** | $ | $ |
| **Construction** | $ | $ |
| **Other** | $ | $ |
| **Total Direct Costs** | $ | $ |

**Year 1 – Indirect Charges Total Federal Requested: $xx Total Match: $xx**

The rate is \_\_\_\_\_\_\_ % and is computed on the following direct cost base $ \_\_\_\_\_\_\_\_.

|  |  |  |
| --- | --- | --- |
|  | **Federal Request** | **Match** |
| **Personnel** | $ | $ |
| **Fringe** | $ | $ |
| **Travel** | $ | $ |
| **Equipment** | $ | $ |
| **Supplies** | $ | $ |
| **Contractual** | $ | $ |
| **Construction** | $ | $ |
| **Other** | $ | $ |
| **Total Indirect Costs** | $ | $ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period** | **Rate** | **Base (direct)** | | **Indirect Costs** | |
| m/dd/yyyy to mm/dd/yyyy | xx.xx% | | Federal: $x  Match: $x | | Federal: $x  Match: $x |

**Year 1 - Total Direct & Indirect Charges Total Requested: $x Total Match: $x**

**Year 2 - Personnel Total Federal: $xx Total Match: $xx**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position Title & Name** | **Yearly Salary** | **% of Time** | **# of Months** | **$ Federal** |
| PI, | $ | x.x% | x.xx | $ |
| All other personal detailed – one line per person or position | $ | x.x% | x.xx | $ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position Title & Name** | **Yearly Salary** | **% of Time** | **# of Months** | **$ Match** |
| PI, | $ | x.x% | x.xx | $ |
| All other personal detailed – one line per person or position | $ | x.x% | x.xx | $ |

**Personnel Justification**

Sample Justification

PI, NAME - This position directs the overall operation of the project; responsible for overseeing the implementation of project activities, coordination with other agencies, development of materials, provision of in-service and training, conducting meetings and coordinating with agencies, designs and directs the gathering, tabulating and interpreting of required data, responsible for overall program evaluation and for staff performance evaluation; and is the responsible authority for ensuring necessary reports/documentation are submitted to NOAA. This position relates to all program objectives. John Doe will provide xx months effort for a total federal request of $xx with a match of $xx.

Please detail all personnel….

**Year 2 – Fringe Benefits Total Federal Requested: $xx Total Match: $xx**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title & Name** | **Yearly Salary** | **% of Rate** | **$ Federal Fringe** |
| PI, | $x | xx.xx% | $x |
| All other personal detailed – one line per person or position | $x | xx.xx% | $ x |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title & Name** | **Yearly Salary** | **% of Rate** | **$ Match Fringe** |
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**Year 2 – Equipment Total Federal Requested: $xx Total Match: $xx**

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[Item] = [amount]

[Item] = [amount]

[Item] = [amount]

Total [amount]

**Equipment Justification**

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Name of Organization

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**Year 2 – Other Total Federal Requested: $xx Total Match: $xx**

**Other Justification**

**Year 2 – Direct Charges Total Federal Requested: $xx Total Match: $xx**

|  |  |  |
| --- | --- | --- |
|  | **Federal Request** | **Match** |
| **Personnel** | $ | $ |
| **Fringe** | $ | $ |
| **Travel** | $ | $ |
| **Equipment** | $ | $ |
| **Supplies** | $ | $ |
| **Contractual** | $ | $ |
| **Construction** | $ | $ |
| **Other** | $ | $ |
| **Total Direct Costs** | $ | $ |

**Year 2 – Indirect Charges Total Federal Requested: $xx Total Match: $xx**

The rate is \_\_\_\_\_\_\_ % and is computed on the following direct cost base $ \_\_\_\_\_\_\_\_.

|  |  |  |
| --- | --- | --- |
|  | **Federal Request** | **Match** |
| **Personnel** | $ | $ |
| **Fringe** | $ | $ |
| **Travel** | $ | $ |
| **Equipment** | $ | $ |
| **Supplies** | $ | $ |
| **Contractual** | $ | $ |
| **Construction** | $ | $ |
| **Other** | $ | $ |
| **Total Indirect Costs** | $ | $ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period** | **Rate** | **Base (direct)** | | **Indirect Costs** | |
| m/dd/yyyy to mm/dd/yyyy | xx.xx% | | Federal: $x  Match: $x | | Federal: $x  Match: $x |

**Year 2 - Total Direct & Indirect Charges Total Requested: $x Total Match: $x**

**Cost Share or Match**

If a non-Federal cost share or match is required for this award, demonstrate it meets the matching requirements. Provide sources of the match and provide adequate documentation for in-kind match.