STANDARD BUDGET JUSTIFICATION TEMPLATE

Please note that this budget narrative is a guide; it does not match the sample budgets

**A. PERSONNEL**

Include role, calendar months effort and work to be performed for all personnel listed.

Jane Doe, Ph.D., Principal Investigator (.6 calendar months). Dr. Doe will be responsible for the overall coordination and supervision of all aspects of the study. This includes hiring, training, and supervising staff/students. In addition, she will conduct the orientation sessions, assist with statistical analyses, and be responsible for reporting the study’s findings.

John Smith Ph.D., Co-Investigator (3.6 calendar months). Dr. Smith will be responsible for the collection and analyses of the XYZ materials. He will also assist in manuscript preparation.

**B. OTHER PERSONNEL**

David Johnson, Post Doctoral Associate (12 Calendar Months). This individual will coordinate the day-to-day management of the study, assist in assessments, and be responsible for data entry of all study-related data. He is an expert in statistical modeling and approaches. He will be responsible for all computational aspects of this project, including data download and processing, computational modeling, data visualization, and statistical analysis. Dr. Johnson will be supervised by Dr. Doe.

TBA, Graduate Student (12 Calendar Months). This individual will assist with recruitment, collecting and assessing data. Daily management of study data and the scoring and data entry of assessments under the supervision of Dr. Doe.

*Fringe Benefits:*

Fringe benefits are calculated at 61.74% for faculty, 60.36% for post-doctoral associates, and 24.51% for graduate students per University’s federally negotiated rate with the Department of Health and Human Services (DHHS) until amended.

### C. EQUIPMENT

NONE:

If equipment costs were included in budget, you would list the equipment to be purchased and specify how it will be used for the proposed research and in what year it will be purchased. Provide the cost of the individual piece and include breakdown for fabrication and how you arrived at the costs. Should include quote. **EQUIPMENT charged directly to the grant that has a useful life of more than one year and an acquisition cost of $5,000 or more per unit does not bear indirect costs.**

### D. TRAVEL –

### $4,000 is requested each year for PI and Graduate student to travel (domestically) to professional conferences to present findings associated with the investigation. Include destination and travel dates if known. Costs are calculated based on number of days and include airfare, lodging, per diem and ground transportation. Costs can be estimated based on recent relevant travel.

### Domestic and International travel should be listed separately and include justification.

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**E. PARTICIPANT /TRAINEE SUPPORT COSTS**

None

Should be left blank unless specifically noted in FOA.

**F. OTHER DIRECT COSTS**

F.1 Materials and Supplies

Consumables, lab supplies, chemicals, etc. Indicate general categories such as glassware, chemicals, animal costs including an amount for each category. Categories less than $1,000 are not required to be itemized.

General research supplies - Research supplies are calculated at approximately $60,000 per year and includes XXX as well as all testing materials. (include itemized list).

F. 2 Publication Costs

Include page charges, journal costs (if known). New projects are cautioned to not include publication costs in early years.

Publication costs of $2,000 per year, years 2 – 5 based on recent/similar charges

F. 3. Consultants

None

Describe anticipated services to be provided by consultant. Describe the basis of the cost estimate ($X/hour, X hours, travel costs, and total estimated costs).

F.4. Automated Data Processing (ADP)/Computer Services

None

Detail basis of cost estimate and applicability to the proposed project.

F.5. Subawards/Consortium/Contractual Costs

A subaward will be established with East/West University, a Domestic State institution of higher education.

The estimated total costs per year for the 5-year project are as follows:

Year 01 $68,000

Year 02 $68,000

Year 03 $68,000

Year 04 $68,000

Year 05 $68,000

TOTAL $340,000

Subaward will be led by Robert Jones, Ph.D., Assistant Professor, (provide short description of work to be performed)

(A separate detailed budget and justification should be included for each subawardee)

F. 6 Equipment or Facility Rental/User Fees

Detail basis of costs estimate and applicability to the project.

F.7. Alterations and Renovations

Detail basis of costs estimate and applicability to the project, if renovations are allowed

F.8. Other Expenses

For items that do not fall within the specified Other Direct categories above, itemize in this section and include the basis of the cost estimate. Common items include: Human subject incentive payments, equipment maintenance, fees for service, graduate tuition and fees

Animals (Mice) per diem:

(break down costs) # of mice, per diem fees, etc.

Tuition:

Graduate student tuition is requested in accordance with University Policy.

Facilities and Administrative Costs (F&A) are charged according to the University’s federally negotiated rate agreement. The rate of 57% for on-campus research is applied.

For personnel costs, Rutgers University suggests building in an annual increment of 3% per year, if allowed.

Include justification for any significant increases or decreases from the initial budget year.