Budget Justification

Title: [Insert Title from Project Narrative (PN)]

**Key Personnel**

Principal Investigator (PI):

XXXXX at Johnson C. Smith University

* Duties

Extra Compensation and Fringe Benefits for project year x will be $xx,xxx during the academic year with summer compensation of $xx,xxx plus $xx,xxx… (repeat for additional all project years) for a total project total of **$89,628**

Co- Principal Investigator (Co-PI):

XXXX at Johnson C. Smith University

* Duties

Extra Compensation and Fringe Benefits for project year x will be $xx,xxx during the academic year with summer compensation of $xx,xxx plus $xx,xxx… (repeat for additional all project years) for a total project total of **$89,628**

**Other Personnel**

Project Manager: (remove if not applicable)

The project manager will be responsible for providing research, program planning, office, and technical support within activities funded.

Salary of $50,000 per project year. Total, with fringe benefits, for the project is **$xx,xxx**

Student Researchers (detail all student personnel by category in budget spreadsheet)

Undergraduate students will assist with the x aspect of the project, specifically x. X students will devote x hours/week at $x/hour for x weeks (approximately x months) during project year(s) x-x.

For 2 student researchers for both years, the project total, including fringe benefits, is **$xx,xxx**

**FRINGE BENEFITS:** The University currently charges 24.10% in fringe benefits for full-time employees and 9.69% for part-time and summer pay. The rates are subject to change based on insurance premiums that are renewed annually. The full-time breakdown for fringe benefits is as follows: 6.2% FICA; 1.45% Medicare; 5.00% retirement; 8.60% group health; .26% dental; .35% disability; 2.04% unemployment and Life Insurance .20. The part-time breakdown for fringe benefits is as follows: 6.2% FICA; 1.45% Medicare; 2.04 Unemployment. Total Fringe Benefits which are included in the above totals is $**xx,xxx.**

**TOTAL SALARY, WAGES AND FRINGE BENEFITS FOR ALL PERSONNEL DURING THE PROJECT PERIOD IS $x,xxx,xxx**

**Travel:**

PI and Co-PI will travel to the [name of conference], as well as to the [name of conference] in both project years. Anticipated costs for [name of conference] are Airfare-$x,xxx; Per Diem - $xx/day/person x #days x 2 of person ($xxx); Hotel Lodging - $xxx/ nights/person x # nights x 2 persons is $x,xxx. Registration is approximately $xxxx x 2 or $xxx. Total [name of conference] costs are $x,xxx for each project year.

Total traveling costs are $x,xxx for each project year for this conference. The PI and Co-PI will disseminate findings in the same conference; however, there may be consideration to replace [name of conference] with [insert name of other conference] .

Total Travel for the project period is **$xx,xxx**

**Participant Support Costs:**

The narrative here should be broken down into the components per the excel sheet.

Tuition/Fees/Health Insurance; Stipends; Travel; Subsistence (meals, etc.); other.

Total for year one is **$xx,xxx**

Narrative for year two

Total for year two is **$xx,xxx**

**Total Participant Support Cost for the Project Period is $x,xxx,xxx**

**Other Direct Costs:**

Materials and Supplies:

General Supplies budgeted are $x,xxx each for year 1 and 2 for a project total of **$x,xxx**

Contractual Services:

**Consultant:**

[name] will serve as a consultant for the project.

[position and what institute he/she works for]

[Insert information from PN about responsibilities]

We are requesting $xx,xxx per year for [name] (add any special circumstances, such a need to hiring someone to help them.

Total Project Cost for Consultant is **$xxx,xxx**

Project Evaluator:

[Name of firm] will be hired as the external evaluators for the project.

During the service period, [name of firm] will engage in the following activities: Insert information from PN about responsibilities

For this service we are requesting $xxx,xxx for year 1 and $xxx,xxx for year 2.

Total amount for the project is **$xxx,xxx**

Add anything else from the budget found in the section titled: Other Direct Costs.

Publications:

Publication costs of $x,xxx per manuscript/x manuscripts per year.

Total project cost is **$xx,xxx**

**Indirect costs:** JCSU has negotiated an Indirect Cost Rate of 35.4% with DHHS. The indirect cost base on this project is $x,xxx,xxx.

Total indirect costs for this project are **$xxx,xxx**

TOTAL DIRECT AND INDIRECT COSTS for this project are **$x,xxx,xxx**

**NOTE: Make sure that every line item on the budget worksheet is discussed in this Budget Justification.**

**Check grant NOF for maximum length – usually about 5 pages.**