

Budget Justification Template

SENIOR PERSONNEL

Dr. *[insert name]*, PI, will serve as Project Director and will oversee the entire project. Additionally s/he will do *[insert project tasks]* for the project. S/he will devote *[#]* months effort in years X-X. Salaries are increased by X% annually.*

*Repeat info above for any Co-PIs, Senior, and/or Key Personnel.

OTHER PERSONNEL

Funding is requested for *[#]* Undergrad Students who will work on the project doing *[insert description]* for *[#]* hours/weeks for *[#]* weeks at a rate of \$*[X.00 to \$X.XX]* per hour.

Funding is requested to support *[insert number]* *[enter effort amount]* Graduate Student(s) in the College/Department of *[insert name]* in years x-x. The Graduate Student(s) will work on *[insert description]*. The annual salary amount for a Graduate Student in the College/Department of *[insert name]* is \$X.XX for 12 months effort. Salaries are increased by X% annually.

Funding is requested to support *[insert number]* *[enter effort amount]* Post Doctoral *[Researcher(s) or Fellow(s)]* in the College/Department of *[insert name]* in years x-x. The Post Doc(s) will work on *[insert description]*. The annual salary amount for a Post Doctoral *[Researcher or Fellow]* in the College/Department of *[insert name]* is \$X.XX for 12 months effort. Salaries are increased by X% annually.

Administrative salary for *[insert position title, no months effort]* are requested in the budget as a direct cost as it meets the definition of §200.413. Proposed administrative salaries are integral to the project because *[insert project specific information stating why/how the salary is integral to the project]*. Proposed administrative salaries can be specifically identified with the project, are explicitly included in the budget, and are also not recovered as indirect costs.

FRINGE BENEFITS

According to University policy, fringe benefits are calculated as [XX%] for faculty and professional Employees, [XX%] for graduate students, [XX%] for Salaried Staff, and [XX%] for undergraduate students and miscellaneous wage employees. A copy of the agreement can be found at <http://www.udel.edu/research/pdf/UD-FY19-Fringe-Benefit-Rate-Agreement.pdf>

EQUIPMENT

In year X, funds are requested for the purchase of OR fabrication* of *[insert name of equipment]*. This equipment is necessary for *[insert why the equipment is needed to complete the scope of work]*. A vendor quote is included in the proposal. **

*Choose either “purchase of” or “fabrication of” when completing this section.

**Include quote language if required by the sponsor.

TRAVEL DOMESTIC

Domestic travel is requested for the *[insert travelers- Ex: PI and Graduate Students]* to attend conferences

such as *[conference name]* in *[Insert location if known]* for *[#]* persons. Costs include registration (\$X.XX), airfare (\$X.XX), ground transportation (\$X.XX), lodging (\$X.XX per night for *[#]* nights), and meals (\$X.XX for *[#]* days) per person. Attendance at this conference will benefit the project by *[insert project specific information]*.

Funds are also requested to cover mileage to travel to *[insert location]* for *[insert reason- Ex: field work, collaboration]* and is calculated as follows: From *[list first location]* to *[list second location]*, *[#]* miles one way @ \$0.56 mile X *[#]* days X 2 (round trip) = \$X.XX

FOREIGN TRAVEL

Repeat information above as appropriate. Add: All foreign travel will be Fly America compliant.

PARTICIPANT SUPPORT COSTS

Participant Support costs are requested for *[#]* participants (non-employees) at \$*[XX.XX]* per person to *[insert project specific information]*. Costs will cover *[insert project specific information]*.

Most Commonly Used OTHER DIRECT COSTS (ODC)*-

ODC items should be explained in relation to the project scope of work. Common examples include:

- 1) Materials and Supplies
- 2) Publication Costs
- 3) Consultants
- 4) Computing Devices
- 5) Subawards
- 6) Tuition – Funds in the amount of \$*XYXY* are requested for tuition of graduate students working on this project per institutional policy at the University of Delaware.

OTHER DIRECT COSTS (ODC)*-

Additional ODC item examples include:

- 7) Equipment Rental/Facility Rentals/Land-use Charges/User Fees (DBI, MRI, NMR, etc.)
 - a) DBI Costs (for experiments): \$*[X.XX]* is budgeted for maintenance and operating expenses for laboratory equipment at the Delaware Biotechnology Institute necessary to complete this project. These costs may include maintenance of autoclaves and related equipment for sterilization and cleaning of materials and disposal of wastes.
 - b) DBI Costs (for computer work only): \$*[X.XX]* is budgeted for maintenance and repairs to computer equipment at the Delaware Biotechnology Institute necessary to complete this project. These costs may include support for relevant computer servers including backup systems and uninterruptible power supplies to protect these systems.
- 8) Memberships, Subscriptions and Professional Activity Costs
- 9) Other – For other costs not specifically listed above, identify and provide details of the costs and why the costs are necessary for project completion. Examples include:
 - a. Communications - Mailings, postage, express mail, faxes, and telephone long distance charges
 - b. Photocopying -
 - c. Service or Maintenance Contracts

- d. Conferences/Meetings and Non-travel food
 - i. Speaker/Trainer Fees (Honorarium)
 - ii. Speaker per diem/travel costs
 - iii. Translator fees, A/V, facility rental
- 10) Housing, housing allowances, and personal living expenses
- 11) Entertainment costs
- 12) Exchange Rates Fluctuation

*Note: this list is not all inclusive. Add items as required.

INDIRECT COSTS

The University of Delaware's predetermined rate of [X%] for [FYXX], effective [XX/XX/XXXX] was used. The University of Delaware's Facilities and Administrative (F&A) rates are approved by the Department of Defense, Office of Naval Research. The distribution base for the F&A rate is MTDC. Equipment, capital expenditures, charges for patient care and tuition remission, rental costs of offsite facilities, scholarships, fellowships, and vessel (ship) charges as well as the portion of each subcontract in excess of \$25,000 shall be excluded from the modified total direct costs. A copy of our Negotiation agreement with the Office of Naval Research can be found at <http://www.udel.edu/research/pdf/UD-FY19-Provisional-FandA-Rates.pdf>

COST SHARING/MATCHING

Cost share/Match included in this proposal meets the definitions in 200.306 and is included in the budget. In addition, unrecovered indirect costs, including indirect costs on cost share/match is included in the budget as cost share/match.

PROGRAM INCOME

If awarded, program income will be generated from *[insert project specific information]* and we will treat the program income as additive. It will be used for the purposes and under the conditions of the Federal award. Program income will be used to meet the cost share requirement on the Federal award.*

*Include this statement if there's cost share AND program income.

Include in all justifications:

The University of Delaware will consider the costs and requests in the justification approved if an award is made and no contrary guidance from the agency is included in the award notice.