Sample Budget Justification

NOTE: Prior to preparing a budget, the Principal Investigator, Research Grants Specialist and/or Office of Grants and Contracts Coordinator should have read and clarified the requirements of the sponsor guidelines.

BUDGET JUSTIFICATION
This is a narrative description of all expenses included in the Budget Form. Funding in the amount of $2,500,000 is requested for this three-year project.

PERSONNEL
I.M. Smart, Principal Investigator (PI)
Dr. Smart, Professor of Chemistry at California State University, Fullerton, will serve as PI for this project. He will provide oversight of project activities, will be responsible for the supervision of all staff and students and oversight of subcontractor’s progress, and the appropriate disbursement of grant funds. Dr. Smart will coordinate the efforts of the research team, be the liaison between CSUF and subcontractor, and will be responsible for completing and submitting all reports and deliverables to the sponsor. Along with Dr. Brillia, he will develop all data collection instruments, and will be directly involved in all aspects of data collection and analysis. Funds are requested for two course releases in year 1 (25% effort, academic year), and one course/year in years 2 and 3 (12.5% effort per academic year). Funding is also requested for PI at 50% effort for 2 non-academic (summer months) in years 1 and 2.

TBD, undergraduate Research Assistants (RAs)
Over the course of the project period two (2) RAs will be hired. The RAs will be full-time undergraduate students in their junior or senior year at California State University, Fullerton. The RAs will assist in field work and data collection. Each student will work 10 hours per week for 30 weeks, at a rate of $10/hour.

FRINGE BENEFITS
Fringe benefits are calculated based on current average rates. For full-time faculty members, the Fringe benefit rate applied for release time during the academic year is 58.410%. (Please contact your OGC Coordinator for the latest rates). During the summer, a 1.45% rate is applied to pay for medicare benefits only. Payroll taxes for student wages are calculated at 4.5%. Actual fringe benefit rates in place during the project period for which grant is active will be charged.

TRAVEL
Travel to Disseminate Research Findings
A key component of the proposed studies dissemination strategy is the presentation of project findings throughout the study period. Funds are requested to help cover the cost of the PI to attend one conference in Year 1 (if specific conferences have been identified, provide specifics). The costs associated with conference attendance include airfare, lodging, registration, and meals and incidentals, and estimated as follows:

- Conference registration = $225
- Estimated round trip airfare = $600
- Meals: $55/day x 5 days
- $175/night x 5 nights hotel
- $120 ground transportation from home/office to airport to hotel and back

This estimate is based on historical costs (or web quote, conference announcement info, etc.).
**Travel to Subcontractor**

In addition to email and phone exchanges, PI will travel to Subcontractor’s site to <insert purpose> each year. Funding is requested to cover these visits, estimated as follows:

- Estimated round trip airfare = $600
- Meals: $55/day x 5 days
- $175/night x 5 nights hotel
- $120 ground transportation from home/office to airport to hotel and back

This estimate is based on historical costs <or web quote, conference announcement info, etc.>.

**SUPPLIES**

**Software and License**

The proposed project will utilize qualitative, as well as quantitative data requiring specialized analytical software. Funding for $1,250 is requested for <insert name of license; provide web or printed quote, as necessary> [https://atlasti.cleverbridge.com/74/?scope=checkout&id=Vd4f2o3hpS&cart=s436](https://atlasti.cleverbridge.com/74/?scope=checkout&id=Vd4f2o3hpS&cart=s436), which will be installed on desktops or laptops that will be used by the PI and RAs.

**OTHER COSTS**

**Duplication and Printing**

$1,200 is requested each year to cover costs of printing the survey instruments. This estimate is based on 1,200 pages of survey per month, @ .10 each. Surveys will be collected monthly for 10 months each year.

**Publication Costs**

$500 in year 3 year to produce high-quality reports at an estimated cost of $25/copy. Reports will be available to sponsor, subcontractor, and collaborators.

**CONSULTANTS**

Dr. Soandso will be hired to provide expertise on <state>. To complete this task, Dr. Soandso is expected to devote 100 hours at a rate of $50 per hour.

**SUBCONTRACTS**

A Subcontract will be issued to the <legal name of institution>, under the direction of Dr. U.R. Brilliant. Throughout the proposed research study, Dr. Brilliant will organize field, organize storage and retrieval of data for the research team at <name of subcontract institution>, work with Dr. Smart to organize collection of pre/post measures, supervise data entry, and help with project reports. Total subcontract costs are estimated as follows:

- Year 1: $300,000
- Year 2: $300,000
- Year 3: $300,000

(Provide detailed breakdown similar to the above, or as instructed in the guidelines)

**INDIRECT COSTS**

Indirect Costs (or Facilities and Administrative costs) were estimated at 39.1% <or whatever is applicable> in accordance with the approved indirect cost rate agreement with the Department of Health and Human Services (DHHS), dated May 2, 2013. A copy of the institution’s indirect cost rate agreement can be found at [http://www.fullerton.edu/research/ogc/docs/IDC%20rate%20agmt%202012-15_revised_May2013.pdf](http://www.fullerton.edu/research/ogc/docs/IDC%20rate%20agmt%202012-15_revised_May2013.pdf).