**Budget Justification**

*The budget justification is your opportunity to not only explain the costs necessary for carrying out your project but also to justify and connect these costs to activities described in the narrative. A strong budget justification should clearly explain what you need, why you need it, and how you arrived at the figures provided. It should also clearly align with the proposal narrative. Each sponsor will generally have specific page or word limits for the budget justification. Always review the grant guidelines for parameters such as page limits and allowable budget requests. While there is no standard template for a budget justification, sample language is provided below. The budget justification should align with the budget itself. Refer to the* [*UWL budget helper spreadsheet*](https://www.uwlax.edu/globalassets/offices-services/grants/budget_helper_spreadsheet.xlsm) *for a budget template.*

**Personnel**

*Faculty/Staff*

PI/PD, [name], will dedicate \_\_ academic year/summer months each year to the project. Annual salary of $\_\_\_\_\_\_\_ is requested (PI’s full-time base salary is $\_\_\_). Salary requests for subsequent years are incremented by 3% annually to account for cost of living and promotional pay increases. The proposed effort includes ## credits of course release during the academic year to allow additional time for research/program development/student mentorship. The PI/PD will be responsible for mentoring and overseeing the work of undergraduate/graduate research assistants, and conducting [describe project responsibilities, and if applicable, note whether the effort will occur during the academic year and/or summer].

Co-PI, [name], will dedicate \_\_ academic year/summer months each year to the project. Annual salary of $\_\_\_\_\_\_ is requested (co-PI’s full-time base salary is $\_\_\_). Salary requests for subsequent years are incremented by 3% annually to account for cost of living and promotional pay increases. The proposed effort includes ## credits of course release during the academic year to allow additional time for research/program development/student mentorship. \_\_\_’s will be responsible for \_\_\_, \_\_\_\_\_, and \_\_\_\_ [describe project responsibilities, and if applicable, note whether the effort will occur during the academic year and/or summer].

*Students*

\_\_\_\_ [indicate anticipated number of students] undergraduate student research assistants will be hired to assist with [describe project duties]. Students will be responsible for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Students will learn how to design and implement \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Students will learn [describe student training outcomes, e.g. how to discuss results in context, present findings in the form of oral and poster presentations, develop peer-reviewed manuscripts, use advanced scientific techniques, use state-of-the-art research equipment]. Participation in the project will prepare students for subsequent graduate work/ professional careers in the field of [relevant discipline]. The budget includes $\_\_\_\_\_\_\_\_\_\_ annually for \_\_\_ [undergraduate] student(s) for project year(s)\_\_\_\_\_\_\_. Students will be paid $\_\_/hour to work \_\_ hours per week during the academic year and \_\_ hours per week during three summer months.

A graduate assistant (GA) will be responsible for mentoring the undergraduate students on \_\_\_\_\_\_, as well as overseeing \_\_\_\_\_\_\_\_\_\_\_, data collection and analysis, and \_\_\_\_\_\_\_\_\_\_\_\_ [describe project duties]. The GA will be hired for [0.33/0.5 FTE] during the academic year and for 40 hours per week during the three summer months. Annual salary of $\_\_\_ is requested.

**Fringe Benefits**

Fringe benefits are included for the [PI/Co-PI/Senior Personnel] at the university prescribed extramural rates of \_\_%, \_\_%, and \_\_\_% for years 1-3.

[Undergraduate/graduate student(s)] fringe benefits are included at the university prescribed extramural rates of \_\_%, \_\_\_%, and \_\_\_\_% for years 1-3.

**Equipment**

Funds are requested to purchase \_\_\_\_\_\_\_\_, which is a $\_\_\_ one-time cost in year 1 of the project. This piece of equipment is necessary to \_\_\_\_\_\_\_\_\_ [describe how equipment is necessary to achieve/advance project objectives; also, if applicable, address any equipment accessibility/availability issues the new item will help to address—for example, will the equipment help to accelerate the achievement of project objectives by increasing efficiencies in the PI’s lab?]. Furthermore, it will allow our group to \_\_\_\_\_\_\_\_. This piece of equipment will find applications in the PI’s lab, the department, and the college beyond the length of the grant. [If applicable, address student training opportunities the equipment may provide.]

**Travel**

*Domestic Travel*

[Indicate who specifically is traveling, why the travel is necessary to support project objectives, when and where they will travel, length of travel, and the basis for all costs, including airfare, conference registration fees, lodging, meal & incidental per diems, etc.]

To support dissemination of project results, travel costs are requested in years 2 and 3 of the project. This will enable the PI, co-PI [and ## students] to travel to [name targeted conferences and, if known, locations] to present research results. Requested conference travel costs include $\_\_\_/person for airfare, $\_\_\_/person conference registration fee, $\_\_\_/person lodging for \_\_ nights, and $\_\_\_/person meal & incidental costs for \_\_ days. Travel costs are based on UW System travel policy.

A total of $\_\_\_\_\_\_\_ per year is requested to support travel to \_\_\_\_ [name specific national/regional meeting(s)] during year(s) ## for the PI, co-PI and \_\_\_ undergraduate student(s)/\_\_\_\_ graduate student(s). Requested conference travel costs include $\_\_\_/person for airfare, $\_\_\_/person conference registration fee, $\_\_\_/person lodging for \_\_ nights, and $\_\_\_/person meal & incidental costs for \_\_ days. Travel costs are based on UW System travel policy. Conference attendance will ensure the PI stays up-to-date on current trends/techniques within the field to support the proposed research. Conference travel additionally provides students with a significant educational opportunity and exposure to the broader research community.

Three school buses will transport participating students and teachers from \_\_\_\_\_ to UWL (3 buses x $200/ bus=$600). Mileage reimbursement will also be provided for volunteers to travel to the required meetings and event (700 miles x $0.515/mile=$361).

Rental costs for ## vehicle(s) are requested for transporting the PI and students/equipment from \_\_\_\_ to \_\_\_\_\_\_. Rental costs are \_\_\_\_\_ per vehicle each day for \_\_\_\_ days, totaling $$$$.

Fuel costs are estimated at $$$ to support \_\_\_\_ miles of roundtrip travel from \_\_\_\_\_ to \_\_\_\_\_. This will enable the PI/co-PI to \_\_\_\_\_\_\_\_ [describe why travel is necessary to support project objectives].

*International Travel*

[International travel requests should be thoroughly justified, as they tend to undergo more scrutiny by sponsors. Indicate who specifically is traveling, why the travel is necessary to support project objectives, when and where they will travel, length of travel, and the basis for all costs, including airfare, conference registration fees, lodging, meal & incidental per diems, etc.]

**Participant Support Costs**

\_\_ program participants will receive a stipend of $\_\_\_ each to support their participation in \_\_ days of workshops/training. An additional subsistence allow of $\_\_ per participant is requested to support the cost of their lodging and meals for the duration of the program. A travel allowance of $\_\_\_ per participant will enable travel from their home to the program site.

**Other Direct Costs**

*Materials and Supplies*

The budget includes $\_\_\_ each year for [describe items such as chemicals, gases, solvents, glassware, other laboratory items, books, manuscripts, etc.] to conduct the proposed research. [Provide some detail regarding what costs comprise the requested amount and why those items are necessary for the proposed project. Consider your reviewers—e.g., peers within your discipline or non-experts—in determining how extensive of a justification is needed.]

Supplies totaling $\_\_\_ are budgeted each year for printing and copying of flyers, posters, mail surveys, handouts, etc. These materials will be used to [describe project purpose].

A $\_\_\_ honorarium will be paid to \_\_\_\_\_\_\_, who will [describe type of service/contribution, such as speaking at an event, the individual will provide]. The honorarium is intended to cover the costs of their time and travel during a \_\_-day visit.

We will purchase \_\_ copies of the book \_\_\_\_\_\_\_\_ for [students, teachers, participants] in year 1. Each book costs $\_\_\_\_, totaling $\_\_\_.

A total of \_\_ research participants will be recruited annually to participate in the study in years 1-3. To assist with participant recruitment and ensure an adequate level of study participation, participant research incentives of $\_\_\_ per individual are budgeted, which will comply with the approved IRB protocol. Research incentives required are $\_\_\_ per year, totaling $\_\_\_ for the 3-year project period.

*Publication and Dissemination Costs*

Publication costs of $\_\_\_ are requested in year 3 to cover the dissemination of project results in the following peer-reviewed journal(s): [name targeted journal(s) and, if known, per page/publication charges for open source journals; describe conference travel for dissemination under the travel section of the budget].

*Consultant Services*

Annual funds of $\_\_\_ are requested in years 1-3 for [name service provider] to perform [indicate type of service, e.g., RNA sequencing, bioinformatic analysis] at a cost of $\_\_\_\_ per sample for \_\_ samples. The estimate includes shipping costs. A quote is attached.

*Subawards*

[Name of co-PI] at [collaborating institution] will serve as a subrecipient for the proposed project. Their responsibilities include\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [describe project roles and contributions to project objectives]. Subaward costs total $\_\_\_ and are further detailed in the attached subaward budget and budget justification.

*Tuition Remission*

Annual tuition remission of $\_\_\_ is requested in years 1-3 for the undergraduate/graduate student research assistant(s) to cover tuition costs for \_\_ academic years. Costs are based on current in-state tuition rates incremented by 3% each year to account for increases. This will enable the student(s) to commit more time to the project, during which they will [describe project role and training benefits during time of enrollment, such as conducting research in the field, data collection/analysis, professional development/training experiences, etc.]. Tuition support additionally will enable the PI to recruit a student with the requisite level of prior research experience.

**Indirect Costs**

*For federal sponsors:* Indirect costs are requested at the university’s federal negotiated rate of 36% modified total direct costs.

*For non-federal sponsors:* Indirect costs are requested at the university’s prescribed non-federal rate of \_\_% total direct costs.

**Cost Sharing**

[Project partner/university department/college] will contribute the costs of printing flyers and handouts for the proposed workshops, which is valued at $\_\_\_\_\_\_\_\_ based on the attached vendor quote/letter of commitment.

[Project partner/university department/college] will purchase a [describe piece of equipment/supplies] to support the accomplishment of project objectives [describe project necessity/contribution in more detail]. This represents cost sharing of $\_\_\_\_\_ based on the attached vendor quote/letter of commitment.

PI/PD\_\_\_\_\_\_\_\_ will [describe project roles, e.g., recruiting, outreach, data collection, data analysis]. This represents an effort commitment of \_\_\_ person months/\_\_\_% per year [consult with ORSP for effort calculations], totaling $\_\_\_\_ in salary and $\_\_\_\_ in fringe benefits. The PI/PD’s 9-month base salary is $\_\_\_\_\_\_.

Unrecovered indirect costs of $\_\_\_\_\_\_\_\_\_ are reflected as cost sharing, calculated on the following basis: [note calculations].