Sample Budget Justification

Pittsburg State University

*The Budget Justification explains and justifies the projected costs attributed to each budget line item or category and provides information on how the projected costs contribute to achieving project goals. Be sure to follow any guidelines provided by the granting agency when preparing the budget justification.*

**Salaries and Wages**

**Senior Personnel**

Name - In consideration of strategic leadership and project management, the PI requests one month of summer salary support per year for the duration of the project. Name will be managing daily activities and coordinating with other partners.

(Year 1: $X,XXX; Year 2: $X,XXX; Year 3 - $X,XXX; Total: $XX,XXX)

Name – Will serve as co-PI on this project and requests 0.5 months’ salary support per year for the duration of the project.

(Year 1: $X,XXX; Year 2: $X,XXX; Year 3 - $X,XXX; Total: $XX,XXX)

**Other Personnel**

*Graduate Student-*One graduate assistant is requested to work on this proposal. Graduate student will support PI to accomplish the proposed activities with XXX hours dedicated to this project per year.

(Year 1: $XX,XXX; Year 2: $XX,XXX; Year 3 - $XX,XXX; Total: $XX,XXX)

*Undergraduate Student-*One undergraduate assistant is requested to work on this proposal. Undergraduate student will support PI to accomplish the proposed activities with XX hours dedicated to this project per year.

(Year 1: $X,XXX; Year 2: $X,XXX; Year 3 - $X,XXX; Total: $XX,XXX)

***Total Salaries and Wages:***

Year 1: $XXX,XXX; Year 2: $XXX,XXX; Year 3 - $XXX,XXX; Total: $XXX,XXX

Per university policy, budgeted salaries are escalated at a rate of 3% per year.

**Fringe and Health Benefits**

Funds for fringe benefits are requested. Per university policy, fringe benefits are budgeted at a rate of 18.222% for faculty/staff and 0.854% for students. Graduate Assistant health insurance for the Fall/Spring semesters ($X,XXX/year) for the graduate students are included.

***Total Fringe and Health:***

Year 1: $XX,XXX; Year 2: $XX,XXX; Year 3 - $XX,XXX; Total: $XXX,XXX

***Total Salaries and Fringes:***

Year 1: $XXX,XXX; Year 2: $XXX,XXX; Year 3 - $XXX,XXX; Total: $XXX,XXX

**Travel**

Travel funds are requested for attending conferences, workshops, and meetings with core project partners.

***Total Travel*:**

Year 1: $X,XXX; Year 2: $X,XXX; Year 3 - $X,XXX; Total: $X,XXX)

**Participant Support Cost**

**Stipends**

Stipends for XX participants/trainees per year at $XXX per participant.

(Year 1: $X,XXX; Year 2: $X,XXX; Year 3 - $X,XXX; Total: $X,XXX)

**Travel**

Travel expenses (hotels and transportation) for XX participants/trainees to attend conferences and workshops at $XXX per participant.

(Year 1: $X,XXX; Year 2: $X,XXX; Year 3 - $X,XXX; Total: $X,XXX)

**Subsistence**

Support for XX participants/trainees at a rate of $XXX per participant.

(Year 1: $X,XXX; Year 2: $X,XXX; Year 3 - $X,XXX; Total: $X,XXX)

***Total Participant Support Costs***

Year 1: $X,XXX; Year 2: $X,XXX; Year 3 - $X,XXX; Total: $XX,XXX

**Other Direct Costs**

**Chemicals/Supplies**

Funds are requested for chemicals and lab supplies to complete the proposed goals.

(Year 1: $X,XXX; Year 2: $X,XXX; Year 3 - $X,XXX; Total: $XX,XXX)

**Communication**

Communication costs including mail and telephone charges.

(Year 1: XXX; Year 2: $XXX; Year 3 - $XXX; Total: $X,XXX)

**Instruments/Equipment**

Instruments necessary to complete the tests and analyses for this project will be purchased during Year 1.

(Year 1: XX,XXX; Total: $XX,XXX)

***Total Other Direct Costs***

Year 1: $XX,XXX; Year 2: $X,XXX; Year 3 - $X,XXX; Total: $XX,XXX

**Indirect Costs**

Indirect costs are calculated @ 47% of salaries and fringe benefits.

***Total Indirect Costs:***

Year 1: $XX,XXX; Year 2: $XX,XXX; Year 3 - $XX,XXX; Total: $XXX,XXX

**Total Project Costs**

Year 1: $XXX,XXX; Year 2: $XXX,XXX; Year 3 - $XXX,XXX; Total: $XXX,XXX