**Budget Justification**

5 page limit

Italicized BLUE instructions from the [NSF PAPPG](https://www.nsf.gov/publications/pub_summ.jsp?ods_key=pappg):

Please remove all BLUE text before uploading. Update highlighted fields as necessary.

**A. Senior Personnel - $XXX,XXX**

THIS SECTION SHOULD INCLUDE ALL NAMED SENIOR AND KEY PERSONNEL IN THE FORMAT ABOVE. ***As a general policy, NSF limits the salary compensation requested in the proposal budget for senior personnel to no more than two months of their regular salary in any one year.***

Dr. NAME, will serve as Principal Investigator for the project. Dr. NAME will be responsible for administrative oversight as well as programmatic oversight of the project. Dr. NAME is requesting X.X month(s) of Summer, Academic, or Calendar salary per project year. Salary is based upon a monthly rate of XXX. Salary dollars include an anticipated 3% merit increase per project year. Dr. NAME will be responsible for the following programmatic aspects of the project: XXX.

Dr. NAME will serve as Co-PI for the project and is requesting X.X month(s) of Summer, Academic, or Calendar salary per project year. Salary is based upon a monthly rate of XXX. Salary dollars include an anticipated 3% merit increase per project year. Dr. NAME will be responsible for the following programmatic aspects of the project: XXX.

**B. Other Personnel - $XXXXX**

THIS SECTION WILL INCLUDE PERSONNEL AS FOLLOWS: POST DOCTORAL ASSOCIATES (WILL NEED A MENTORING PLAN IF YOU USE THIS LINE ITEM), OTHER PROFESSIONALS (i.e. TECHNICIANS, PROGRAMMERS, ETC), GRADUATE STUDENTS, UNDERGRADUATE STUDENTS, SECRETARIAL/CLERICAL (IF CHARGED DIRECTLY) AND OTHER.

WHEN ADDING MULTIPLE PEOPLE/STUDENTS IN THE SECTION YOU CAN PUT A CHART FOR EASY REVIEW.

***Administrative and Clerical Salaries & Wages Policy***

***The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs. Inclusion of such costs on a proposal budget may be appropriate only if all of the following conditions are met:***

***(1) Administrative or clerical services are integral to a project or activity;***

***(2) Individuals involved can be specifically identified with the project or activity;***

***(3) Such costs are explicitly included in the approved budget or have the prior written approval of the cognizant NSF Grants Officer; and***

***(4) The costs are not also recovered as indirect costs.***

The following Other Personnel are requested. Salary for Graduate and/or Undergraduate students is based upon current institutional rates. The undergraduate student(s) will serve X% effort for X months and will be responsible for XXX. The graduate student(s) will serve X% effort for X months and will be responsible for XXX. Graduate student wages include an inflationary/merit adjustment of two percent on July 1 of each project year. Undergraduate student wages include an inflationary adjustment tied to state increases in the minimum wage on July 1 of each project year.

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| --- | --- |
| **Personnel Position** | **Effort/Anticipated Responsibility** |
| Post Doctoral Scholars | XX will XX  |
| Other Professionals (techs, programmer etc.) | XX will XX |
| Graduate Students | XX will XX |
| Undergraduate Students | XX will XX |
| Secretarial-Clerical | XX will XX |
| Other | XX will XX |

**C. Fringe Benefits - $XXXXXX**

Fringe benefits are calculated at the federally negotiated rate for faculty and/or staff. The fringe benefit rate will increase by one-percentage point on July 1 of each project year. Fringe benefits include retirement, health insurance, and Medicare. Fringe benefits are not calculated on student wages.

**D. Equipment (>$5,000) – N/A or $XXXXX**

THIS SECTION SHOULD INCLUDE A DESCRIPTION AND EXPLANATION OF PROJECT NEED OF ANY SINGLE PIECE OF EQUIPMENT WITH A PURCHASE PRICE OF $5,000 OR MORE. EQUIPMENT COSTS OVER $5,000 ARE EXCLUDED FROM THE F&A/INDIRECT COSTS CALCULATIONS.

**E. Travel - $XXXXX**

***Travel and its relation to the proposed activities must be specified, itemized and justified by destination and cost. Funds may be requested for field work, attendance at meetings and conferences, and other travel associated with the proposed work, including subsistence. In order to qualify for support, however, attendance at meetings or conferences must be necessary to accomplish proposal objectives, or disseminate its results.***

Travel funds are requested in the amount of $XXXX per year for project travel.

PLEASE NOTE THAT TRAVEL SHOULD BE EXPLAINED FOR PROJECT TRAVEL WHETHER IN TERMS OF MILEAGE AND/OR OTHER MEANS OF TRAVEL. PLEASE MENTION PROJECT PERTINENCE OF TRAVEL IN GATHERING INFORMATION/DATA ETC.

Funds are also requested for project personnel to travel to DOMESTIC AND/OR FOREIGN conferences. Conferences may include XXX. YOU MAY WANT TO MENTION IF STUDENTS OR OTHER PERSONNEL WILL BE GIVEN THE OPPORTUNITY TO DISSEMINATE. THIS IS PARTICULARLY NICE FOR STUDENT SUPPORT AND “TRAINING FUTURE RESEARCHERS.”

All travel costs are calculated based upon established per diem rates set by the U.S. General Services Administration.

**F. Participant Support Costs – N/A or $XXXXX**

***This budget category refers to costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with NSF-sponsored conferences or training projects.***

***The number of participants to be supported must be entered in the parentheses on the proposal budget. These costs also must be justified in the budget justification section of the proposal. Indirect costs (F&A) are not allowed on participant support costs. Participant support costs must be accounted for separately should an award be made.***

PARTICIPANT COSTS ARE EXCLUDED FROM THE F&A/INDIRECT COSTS CALCULATIONS. PARTICIPANT COSTS ARE THOSE COSTS THAT INCLUDE STIPENDS, TRAVEL, SUBSISTENCE AND OTHER.

1. Stipends - $XXX
2. Travel - $XXX
3. Subsistence - $XXX
4. Other - $XXX

**G. Other Direct Costs - $XXXXX**

1. Materials & Supplies - $XXXX

The PI is requesting XXXX. GENERAL EXPENDABLE MATERIALS & SUPPLIES – INCLUDING COMPUTING EQUIPMENT LESS THAN $5,000.

2. Publication Costs/Documentation/Dissemination - $XXX

***The proposal budget may request funds for the costs of documenting, preparing, publishing or otherwise making available to others the findings and products of the work conducted under the grant. This generally includes the following types of activities: reports, reprints, page charges or other journal costs (except costs for prior or early publication); necessary illustrations; cleanup, documentation, storage and indexing of data and databases; development, documentation and debugging of software; and storage, preservation, documentation, indexing, etc., of physical specimens, collections or fabricated items***.

3. Consultant Services - $XXX

***The proposal budget may request costs for professional and consultant services. Professional and consultant services are services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the proposing organization. Costs of professional and consultant services are allowable when reasonable in relation to the services rendered and when not contingent upon recovery of costs from the Federal government. Anticipated services must be justified and information furnished on each individual’s expertise, primary organizational affiliation, normal daily compensation rate, and number of days of expected service. Consultants’ travel costs, including subsistence, may be included. If requested, the proposer must be able to justify that the proposed rate of pay is reasonable.***

4. Computer Services - $XXX

***The cost of computer services, including computer-based retrieval of scientific, technical and educational information, may be requested only where it is institutional policy to charge such costs as direct charges. A justification based on the established computer service rates at the proposing organization must be included. The proposal budget also may request costs for leasing of computer equipment. As noted in*** [***GPG Chapter II.C.2.g(iii)***](http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg_2.jsp#IIC2g)***, general purpose (such as word processing, spreadsheets, communication) computer equipment should not be requested. Note: See paragraph (a) above for guidance on acquisition of computing devices.***

5. Subawards - $XXX

***For proposals that contain a subaward(s), each subaward must include a separate budget justification of no more than five pages. See***[***Chapter II.C.2.g.(vi)(e)***](https://www.nsf.gov/pubs/policydocs/pappg19_1/pappg_2.jsp#IIC2gvie)***for further instructions on proposals that contain subawards. SIUE will charge indirect on the first $25,000 of subaward amounts only.***

6. Other - $XXX

***Any other direct costs not specified in Lines G1 through G5 must be identified on Line G6. Such costs must be itemized and detailed in the budget justification.***

**H. Total Direct Costs – $XXX**

**I. Total Indirect Costs - $XXXX**

Indirect costs are calculated on the modified total direct or total direct cost at the current federally negotiated rate of 44.5%. Cognizant Agency: DHHS.

**J. Total Direct & Indirect Costs - $XX,XXX**