**Budget Justification Template**

**Budget Justification (5 page maximum per site)**

Page Limit: 5 pages (or the page limitation specified in a specific program solicitation)

**Salaries and Wages**

**A) Senior Personnel ($xxx requested)**

1. PI

2. Co-PI (if applicable)

3. Others (List individually on budget justification)

**B) Other Personnel ($xxx requested)**

1. Post Doctoral Fellows

2. Other professionals (Technician, Programmer, etc.)

3. Graduate Student Researcher

4. Undergraduate Students

5. Administrative and Clerical (if charged directly)

6. Other

**C) Fringe Benefits ($xxx requested)**

**1.** Provide justification on proposed fringe rates for all personnel

**D) Equipment (Items costing $5,000 or more for each item) ($xxx requested)**

1. Name and description of equipment; specs; price per item. (Vendor quotes may need to be included)

**E) Travel ($xxx requested)**

1. Domestic Travel ($xxx requested) Provide a justification for the travel. Include the number of travelers, destination, number of days/months of travel, lodging, meals, ground transportation, airfare.

2. Foreign Travel ($xxx requested) Provide a justification for the travel. Include the number of travelers, destination, number of days/months of travel, lodging, meals, ground transportation, airfare.

**F) Participant Support Costs ($xxx requested)**

Number of Participants:

1. Stipends ($xxx requested) Amount per person

2. Travel ($xxx requested) Destination, number of days/months of travel, ground transportation

3. Subsistence ($xxx requested) Lodging, meals

4. Other ($xxx requested)

**G) Other Direct Costs ($xxx requested)**

1. Materials and Supplies ($xxx requested)

*Computers costing less than $5,000 each should be listed in this section of the budget and budget justification. The justification for purchasing computer equipment must include an explanation of how the computer equipment will be used, and why currently available computer equipment is not sufficient to complete the proposed work.*

2. Publication Costs/Documentation/Dissemination ($xxx requested)

3. Consultant Services (includes stipends and travel expenses) ($xxx requested)

4. Computer Services ($xxx requested) Note: only include if allowable

5. Subawards (calculate IDC on first $25,000 only of each subaward totaling $25,000 or more)

(List each) ($xxx requested)

6. Other ($xxx requested):

Tuition for GRAs ($xxx requested)

Human Subjects Payments ($xxx requested)

Park/Station/Archive Fees ($xxx requested)

Etc. Add additional if needed.

**H) Indirect Costs ($xxx requested)**