**BUDGET JUSTIFICATION**

**SENIOR/KEY PERSONNEL:**

1. **Principal Investigator (Insert Name, Credentials)** (Effort: Years 1 – X: X Calendar Months) is a [Insert current position] (Example: Professor) in the [Insert Name of department/college] at Florida Atlantic University (FAU). Dr. [Insert Name] will be responsible for [explain role on project and describe past experiences that qualifies the individual for this role].

*For example:*

*Sandra Lee Smith, Ph.D. (Effort: Years 1-3: 2 months) Is a Professor in the department of Complex Systems and Brain Sciences, College of Science at Florida Atlantic University. Dr. Smith will provide overall direction and oversight of the research project. Dr. Smith has been working in the field of brain injury for 15 years and has served as a principal investigator on numerous NIH, CDC, and DOD grants and has published 23 papers on the neuropsychiatric sequelae of TBI.*

1. **Co-Principal Investigator (Insert Name, Credentials)** (Effort: Years 1 – X: X Calendar Months) is a [Insert current position] (Example: Professor) in the [Insert Name of college/department] at Florida Atlantic University (FAU). Dr. [Insert Name] will be responsible for [explain role on project and describe past experiences that qualifies the individual for this role].

**OTHER PERSONNEL:**

1. **Name [if not known, then TBD], (Insert Credentials, Role on project)** (Effort: Years 1 – X: X Calendar Months) is a [insert current position] (Example: Statistician or Technician) in the [Name of department/college] at Florida Atlantic University (FAU). Dr. XXX will be responsible for [explain role on project and describe past experiences that qualifies the individual for this role].

For example: Dr. XXX has been working in the field of XYZ for XYZ years; she/he has published XX papers on [name of topic].

[Salary and fringe benefits information for Postdoctoral Associates and Graduate Students should be included in the above descriptions]

**Fringe Benefits**

The university fringe benefit rate is X% for faculty, X% for AMP (Administrative, Managerial and Professional) employees, X% for SP (Support Personnel), X% for OPS (Other Personnel Services), and X% for students.

**Note:** Only include those percentages that apply to employees actually listed in your proposal; delete those categories of employees that are not listed in your proposal. Check the rates that your Department Administrator has used in preparing the budget for your proposal.

Significant additional justification is required if you include secretarial/clerical personnel in your budget.

**Note:**

A 3% inflation rate has been allocated to the salaries of [list categories of personnel, i.e. senior/key, other personnel].

**EQUIPMENT**

The following equipment is requested in support of this project. FAU defines equipment as nonexpendable tangible personal property having a useful life of more than one year, and an acquisition cost of $5,000 or more per unit. Funds in the amount of $XXX are requested for:

[Itemize equipment purchases - name(s) of equipment, amounts for each, and justification as to why the equipment is needed for the project].

1. Item 1 – dollar amount - justification
2. Item 2– dollar amount - justification
3. Item 3– dollar amount - justification

**TRAVEL** [List Domestic and Foreign Travel separately]

1. **Domestic Travel**

A travel budget of $XXX ($XXX/per year) is requested for the[List the person(s) traveling and the purpose of the travel (i.e. Conference or Annual Meeting)]. We estimate that the conference/meeting will be held [in/at] [city/other specific location]. The travel amount includes lodging, per diem, airfare, ground transportation, and registration fees, if applicable. Estimated breakdown of costs are as follows:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Lodging** | **Per Diem** | **# of Days** | **Subtotal** | **Airfare** | **Ground Transportation** | **Registration Fees** | **Total** |
| PI | $175 | $36 | 4 | $844 | $550 | $80 | $250 | $1,724 |
| Student/Co-PI | $175 | $36 | 2 | $422 | $375 | $80 | $250 | $1,127 |

1. **Foreign Travel**

Travel for XXX [list the name of person(s) traveling and the purpose of the travel (i.e. Conference or Annual Meeting)]. In Year X of the study, [Name of Person traveling] will travel to [location of travel, if known] for [explain purpose of travel]. These travel expenses have been budgeted at $XXX for [justify travel expense]. Estimated breakdown of costs are as follows:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Lodging** | **Per Diem** | **# of Days** | **Subtotal** | **Airfare** | **Ground Transportation** | **Registration Fees** | **Total** |
| PI | $175 | $36 | 4 | $844 | $550 | $80 | $250 | $1,724 |
| Student/Co-PI | $175 | $36 | 2 | $422 | $375 | $80 | $250 | $1,127 |

**OTHER DIRECT COSTS**

1. Materials and Supplies

Describe any materials and supplies (can be grouped into categories, with amounts) to be used for the study and justify their expense.

1. Publication Costs

Include costs of documenting, preparing, publishing or otherwise making available to others the findings and products of the work conducted under the project.

1. Consultants [List each consultant, if known]

**Name of Consultant, Credentials**. [Insert current position]. Describe intended role on project and past professional experience that qualifies this person for this role. For Year XXX [and any other years], XXX will be providing XXX hours of consulting services at $XXX/hour. [Also include travel costs for consultant, if any]

1. Subawards/Consortium Costs List each subaward/consortium and the total amount requested for each.

**Note:** Only total figures are listed here; each subaward/consortium must also prepare and include its own budget and budget justification as part of the application.

**Name of Subrecipient**. Funds in the amount of $XXX (direct and indirect costs) are requested for Year X [if more than one year, list amount for each year]. See subrecipient’s detailed budget and budget justification.

1. Other Expenses [Include Relevant Subheading]

Describe, in separate paragraphs, any other expenses listed in the budget. Examples of “Other Expenses” may include Tuition, Patient care costs, Rental Fees

**INDIRECT COSTS**

Indirect costs are based on University negotiated rates with FAU’s cognizant federal agency, DHHS. Funds have been budgeted at FAU’s federally-negotiated indirect cost rate of X%. The total indirect costs for this project is $XXX which is calculated on modified total direct costs (MTDC). Modified total direct costs exclude equipment, capital expenditures, patient care, student tuition, participant support costs, rental costs, as well as the portion of each subaward in excess of $25,000.