

Budget Justification Template

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Red Font indicates where you should fill in blanks/make changes.

Green Font indicates notes or references for guidance when drafting.

Budget Justification

A. Senior Personnel (\$ XXX)

[Insert Name] will serve as the Principal Investigator on the project. We have budgeted [Insert amount of time budgeted] in each year of the project for his/her/their time. Dr. [Insert Name] will be responsible [Insert]. (Includes an estimated annual salary increase of 3%)

[Insert Name] will serve as Co-Principal Investigator on the project. We have budgeted [Insert amount of time budgeted] in each year of the project for his/her/their time. Dr. [Insert Name] will be in charge of [Insert]. (Includes an estimated annual salary increase of 3%)

Repeat Paragraph #2 for each CoPI on the grant.

[Insert Name] will serve as Senior Personnel on the project. We have budgeted [Insert amount of time budgeted] in each year of the project for his/her/their time. Dr. [Insert Name] will be responsible for [Insert]. (Includes an estimated annual salary increase of 3%)

Repeat Paragraph #3 for each senior personnel role.

Language for how LMU defines a year:

Lincoln Memorial University uses the following definitions:

- A calendar year is the 12-month period starting January 1 and ending December 31.
- A fiscal year is the 12-month period starting July 1 and ending June 30.

B. Other Personnel (\$ XXX)

Post Doctoral Associates: We are requesting funds to support a Post Doc. We have budgeted [Insert amount of time budgeted]. This person will be responsible for [Insert]. (Includes an estimated annual salary increase of 3%)

Other Professional: We are requesting a [insert type other professional budgeting] for this project. This person will be responsible for [Insert]. We are requesting [Insert amount of time budgeted]. (Includes an estimated annual salary increase of 3%)

Graduate Students:

Graduate Student Research Assistants: We have budgeted for the participation of [insert number of GSRA's budgeted] graduate students as GSRA's on this project. These students are critical both to the work to be done and to the mission of

propagating the work into the world outside of Lincoln Memorial University. The students will be responsible for [Insert].

Hourly: We have budgeted time to utilize graduate students at Lincoln Memorial University on a part time basis. These students will be responsible for [Insert]. [Insert Estimated cost – Example – 2 students @ \$20/hr x 10 hrs/week x 36 weeks = \$XXX.]

Undergraduate Students: We have budgeted time to utilize undergraduate students at the Lincoln Memorial University on a part time basis. These students will be responsible for [Insert]. [Insert Estimated cost – Example – 2 students @ \$10/hr x 10 hrs/week x 36 weeks = \$XXX.]

Other: We are requesting an [insert type other professional budgeting] for this project. This person will be responsible for [Insert responsibility]. We are requesting [Insert amount of time budgeted]. (Includes an estimated annual salary increase of 3%)

C. Fringe Benefits (\$ XXX)

We have calculated the fringe rates as follows: 28% for faculty and staff, 28% for graduate students and 0% for temporary students. These rates are the average for these positions at Lincoln Memorial University.

D. Equipment (\$ XXX)

We have budgeted [insert amount budgeted] for [insert type of equipment]. This equipment will be dedicated to this project. This [insert type of equipment] will be used for [Insert].

E. Travel (\$ XXX)

We have budgeted funds to support travel to [conferences, meetings, fieldwork] related to the grant.

Site Visits: We estimate travel to [site location(s)] for fieldwork [insert number of trips each year] per year for the senior personnel on the project [if applicable - as well as the post-doc, other professionals, and graduate students].

- Each trip has been budgeted at \$1,650 and includes: \$600 airfare, \$600 lodging (\$200 x 3 nights), \$150 ground transportation/airport parking, \$300 per diem/incidentals (\$75 per day x 4 days).

Conference Travel: We estimated [insert number of trips each year] trips per year for the senior personnel on the project [if applicable - as well as the post-doc and graduate students].

- Each domestic trip has been budgeted at \$2,000 and includes: \$350 conference registration, \$600 airfare, \$600 lodging (\$200 x 3 nights), \$150 ground transportation/airport parking, \$300 per diem/incidentals (\$75 per day x 4 days).
- Each international trip has been budgeted at \$2,650 and includes: \$400 conference registration, \$1,000 airfare, \$800 lodging (\$200 x 4 nights), \$150 ground transportation/airport parking, \$300 per diem/incidentals (\$75 per day x 4 days).

If travel is for conferences and location is not known, include the following:
Possible conferences to attend (locations TBA) include: [Insert].

F. Participant Support Costs (\$ XXX)

Stipend: We are requesting [insert amount requested] for stipends for participants. These stipends are for [Insert].

Travel: We are requesting [insert amount requested] for travel expenses related to airfares for the participants to attend this workshop. [Insert Estimated cost – Example: We estimate \$600 for airfare per participant. 10 Participants @ \$600 = \$6,000.] We have also budgeted [insert amount requested] to cover the cost of the hotel and the ground transportation of each participant. [Insert Estimated cost – Example - 10 Participants @ \$250 per day for 3 days = \$7,500.]

Subsistence: We have budgeted [insert amount requested] per day per participant to cover the costs of their travel meals. [Example - We are budgeting 3 days of meals for each participant. 10 Participants @ \$75 per day for 3 days = \$2,250.]

Other:

G. Other Direct Costs (\$ XXX)

If any of the items below are ‘not applicable’ you do not need to include the line at all in the justification.

1. Materials and Supplies:

Make sure to include costs or cost breakdowns & explicitly call out LMU-monitored items in the justification. Examples:

We have budgeted \$22,687.66 to acquire materials and supplies needed for collection, measurement, labeling, storage, and data management related to the research. This includes specimen jars (60 @ \$992.50 total), clear glass bottles (12 @ \$1,158.00 total), Alcian blue (\$1,138.00), trypsin 3 @ \$5,670.00 total), alizarin red (\$333.00), 4% PFA (4 @ \$231.00 total), Ethanol 95% (8 @ \$2,180.00 total), Ethanol 100% (4 @ \$886.50 total), Glycerol (5 @ \$472.50 total), Sodium hydroxide (\$161.60), Potassium hydroxide (6 @ \$763.00 total), Beakers (\$307.00), Gloves (30 @ \$875.60 total), scalpels (10 @ 67.70 total), Scalpel blades (100 @ \$139.90 total), Forceps (12 @ 429.50 total), Pipettes (2 sets @ \$2,866.00 total), 50ml tubes (100 @ \$521.00 total), Tube racks (8 @ \$404.50 total), Pipette tips (10

@ 1,197.50 total), Graduated cylinders (\$569.65), Disposable pipettes (5000 @ 501.31 total), Thermometer (2 @ 46.60), Waders (10 @ 599.90 total), Nets (5 @ 100.00 total), and Orajel (10 @ \$74.80 total).

2. Publication Costs/Documentation/Dissemination:

We have budgeted [insert amount budgeted] per year to cover publication/dissemination expenses, which include duplication costs for papers for all the project personnel.

3. Consultant Services:

We are requesting funds to support consultants. These consultant's duties will include [Insert]. [Insert Estimated cost – Example – 4 days @ \$250 per day for 3 years = \$3,000.]

4. Subawards:

We have budgeted funds to support the work of [Insert Name of Subcontract PI and their University or Organization], for more details regarding the work of the subcontractor see the Budget Justification for [insert name of university] accompanying their detailed budget.

5. Other:

This section is where you include other allowable costs that do not fit in the above categories. Below are example categories.

Cloud Computing/Storage: We have budgeted [insert amount budgeted] in each year of the project to cover the cost of ongoing cloud storage for [Insert justification]. This amount will cover [insert calculation – for example \$100 per month over 36 months].

Human Subject Payments: We have budgeted [insert amount budgeted] in each year of the project to cover the cost of subject payments for volunteers who participate in the user studies involved with this proposal. This amount will cover [insert calculation – for example 100 subjects at \$25 per experiment].

Transcription: We have budgeted [insert amount budgeted] in each year of the project to cover the cost of transcribing interviews. This amount will cover [insert calculation – for example 60 minutes of interview = 180 hours of transcription at \$20 per transcription hour.

Hosting: We have budgeted [insert amount requested] to cover the costs of working meals and breaks at the conference site (this includes the hosting of these events). [Insert Estimated cost – Example - We are budgeting 3 days of meals/snacks for each participant. 100 Participants @ \$100 per day for 3 days = \$30,000]

Tuition: We have budgeted for the cost of tuition for the graduate student(s). The rate budgeted is the [federal or candidate] tuition rate for Graduate Student Research Assistants.

H. Indirect Costs (\$ XXX)

The indirect cost rate used for this proposal is 32.2% of the Modified Direct Cost Total. This is the “on campus research” rate negotiated with the Department of Health and Human Services effective 7/1/2023.