

BUDGET JUSTIFICATION

Project Title: [fill in]

Instructions:

- Fill in the justification for each section, including both federal and non-federal (match/cost share) funding for each, as applicable.
- If nothing is budgeted in a particular category, type “n/a”.
- Supplies, Equipment, and Other Direct Costs should be itemized and not listed as a lump sum.
- Calculate the total cost for each section and ensure it matches your Excel spreadsheet.
- **Advisors/Committee Chairs from TAMU or TEES must include at least 1% of their salary as part of the Federal costs.**

Salaries and Wages for PIs. Provide personnel, title/position, estimated hours, and the rate of compensation proposed for each person.

TOTAL: \$

FEDERAL:

NON-FEDERAL:

Salaries and Wages for Graduate Students. Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual. (Other forms of compensation paid as or in lieu of wages to students performing necessary work are allowable provided that the other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work. Also, **note that tuition has its own category below** and that health insurance, if provided, is to be included under fringe benefits.)

TOTAL: \$

FEDERAL:

NON-FEDERAL:

Salaries and Wages for Undergraduate Students. Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual. (Other forms of compensation paid as or in lieu of wages to students performing necessary work are allowable provided that the other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance

of necessary work. Also, note that tuition has its own category below and that health insurance, if provided, is to be included under fringe benefits.)

TOTAL: \$

FEDERAL:

NON-FEDERAL:

Salaries and Wages for Others. Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual.

TOTAL: \$

FEDERAL:

NON-FEDERAL:

Fringe Benefits for PIs. Provide the overall fringe benefit rate applicable to each category of employee proposed in the projects. Note: include health insurance here, if applicable.

TOTAL: \$

FEDERAL:

NON-FEDERAL:

Fringe Benefits for Graduate Students. Provide the overall fringe benefit rate applicable to each category of employee proposed in the projects. Note: include health insurance here, if applicable.

TOTAL: \$

FEDERAL:

NON-FEDERAL:

Fringe Benefits for Undergraduate Students. Provide the overall fringe benefit rate applicable to each category of employee proposed in the projects. Note: include health insurance here, if applicable.

TOTAL: \$

FEDERAL:

NON-FEDERAL:

Fringe Benefits for Others. Provide the overall fringe benefit rate applicable to each category of employee proposed in the projects. Note: include health insurance here, if applicable.

TOTAL: \$

FEDERAL:

NON-FEDERAL:

Tuition for Graduate Students. Provide time & amount. In-state or Out-of-state tuition?

TOTAL: \$

FEDERAL:

NON-FEDERAL:

Tuition for Undergraduate Students. Provide time & amount. In-state or Out-of-state tuition?

TOTAL: \$

FEDERAL:

NON-FEDERAL:

Supplies. Indicate separately the amounts proposed for **laboratory** and **field supplies** followed by a breakdown of the supplies in each category.

TOTAL: \$

FIELD SUPPLIES

FEDERAL:

NON-FEDERAL:

LAB SUPPLIES

FEDERAL:

NON-FEDERAL:

Equipment. Identify non-expendable personal property having a useful life of more than one (1) year and an acquisition cost of more than \$5,000 per unit. If fabrication of equipment is proposed, list parts and materials required for each, and show costs separately from the other items. **A detailed breakdown is required.**

TOTAL: \$

FEDERAL:

NON-FEDERAL:

Services or Consultants. Identify the specific tasks for which these services, consultants, or subcontracts would be used. Provide a detailed breakdown of the services or consultants to include personnel, time, salary, supplies, travel, etc. A breakdown is required for each cost.

TOTAL: \$

FEDERAL:

NON-FEDERAL:

Travel. Provide purpose and estimated cost for all travel. A breakdown should be provided to include location, number of personnel, number of days, per diem rate, lodging rate, mileage and mileage rate, airfare (whatever is applicable).

Fuel costs per gallon should not be used for mileage. Use the state mileage reimbursement rate for personal vehicles (\$0.677 per mile) or for the appropriate rate for your institution's vehicles. Ask your advisor for more information.

TOTAL: \$

FEDERAL:

NON-FEDERAL:

Other Direct Costs. Itemize costs not included elsewhere, including publication costs. Costs for services and consultants should be included and justified under “Services or Consultants” (above). Please provide a detailed breakdown for costs listed under this category.

TOTAL: \$

FEDERAL:

NON-FEDERAL:

Indirect Costs. Provide negotiated indirect (“Facilities and Administration”) cost rate. If indirect costs are provided, please include a copy of your current Indirect Cost Rate Agreement so the rate can be verified.

TOTAL: \$

FEDERAL:

NON-FEDERAL: