**BUDGET JUSTIFICATION**

Justify each budget line item **in the order it appears in the sponsor-formatted budget** using this template as a guide. Explain why each item is necessary to accomplish the project – don’t leave the reviewer wondering.

1. Edit or delete text in blue as applicable for your project.
2. Items not included in your budget can be deleted.
3. Do not include dollar amounts unless required per sponsor guidelines.
4. Make sure you follow all sponsor’s guidelines, including allowable fonts and font sizes.
5. Make sure you delete the blue instructions that aren’t being used, **or** if you’ve completed the instructions, change the font color to black.

This template is adapted from University of Colorado Boulder and Arizona State University documents.

**PERSONNEL**

**Senior/Key Personnel:**

Salary for X% FTE / X summer/academic months is requested for the Principal Investigator in each year of the project. The PI will be responsible for the overall coordination of the project and the supervision of the graduate students and other project personnel. Change and/or insert description of PI role/function here.

In this section and Other Personnel, provide similar information for ISU Co-PIs, postdocs, students, and other ISU personnel listed on the budget.

Salaries include a 3% increase each year.

**Other Personnel:**

Stipend for a graduate research assistant is requested for X months at $XXX per month per year. Insert description of graduate research assistant role/function here.

X number of undergraduate students will work X number of hours for X number of weeks at the rate of $XXX per hour. Insert description of undergraduate role/ function here.

Compensation includes a 3% increase each year.

**FRINGE BENEFITS**

Benefits are charged as direct costs. Employee fringe benefits have been calculated based on the following federally approved University agreement rates: 29.6% for Tenure Track Faculty, 47.6% for Academic Personnel, 7.65% for Extra-Help, Students.

**EQUIPMENT**

Equipment funds are requested to purchase:

List all capital equipment costing more than $5,000 per item, specify how item will be used to support the proposed activity, and include in what year it will be purchased. Provide the cost for each individual piece of equipment and how you arrived at the figure, e.g., “The cost of XX equipment was estimated taking the average cost of XX as provided by three independent vendor quotes. All other equipment costs were estimated using catalog prices.” **NOTE**: When the acquisition of goods or services exceeds $20,000 total over the life of the award AND you wish to name the vendor in proposal documents, to do so you must obtain quotes from three or more vendors (requires a minimum of one quote from a [certified Business Enterprise Program diverse vendor](https://purchasing.illinoisstate.edu/supplier-diversity/)). Each vendor must be provided the same information and desired specifications.

 Equipment description 1: $XXX

 Equipment description 2: $XXX

All University procurement policies will be followed.

**TRAVEL**

**Domestic**

University travel policies and reimbursement rates will be used. All university safety policies will be followed. Travel funds are requested for the Principal Investigator and a graduate student to [purpose, location and dates of travel if known]. The cost of travel is calculated for # days and includes airfare, lodging, per diem, and ground transportation. Explain the need for travel—how the travel will benefit the project’s aims.

Optional table:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost category** | **Rate** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| Airfare | $xxx/person/trip | $ | $ | $ | $ |
| Lodging (# nights) | $xxx/night | $ | $ | $ | $ |
| Meals & incidental expenses (# days) | $XX/day | $ | $ | $ | $ |
| Ground transportation | $xxx/person/trip | $ | $ | $ | $ |
| Total | $ | $ | $ | $ |

**International**

University travel policies and reimbursement rates will be used. All university safety policies will be followed. Travel funds are requested for the Principal Investigator and a graduate student to [purpose, location and dates of travel if known]. The cost of travel is calculated for # days and includes airfare, lodging, per diem, and ground transportation. Explain the need for travel—how the travel will benefit the project’s aims.

Optional table:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost category** | **Rate** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| Airfare | $xxx/person/trip | $ | $ | $ | $ |
| Lodging (# nights) | $xxx/night | $ | $ | $ | $ |
| Meals & incidental expenses (# days) | $XX/day | $ | $ | $ | $ |
| Ground transportation | $xxx/person/trip | $ | $ | $ | $ |
| Total | $ | $ | $ | $ |

**PARTICIPANT SUPPORT COSTS**

Describe as necessary if included in the budget. Participant Support Costs include **expenses associated with participants in specific program-sponsored conferences and/or workshops.** DO NOT include expenses for workshop presenters, catered meals, or ISU employees. Include the number of participants budgeted for, justification for costs, travel expenses, and other associated participant expenses, as applicable.

Optional table:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Cost category** | **Rate** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Total**  |
| # of Participants |  |  |  |  |  |  |  |
| Stipends | $xxx/each  | $ | $ | $ | $ | $ | $ |
| Travel | $xxx/each | $ | $ | $ | $ | $ | $ |
| Subsistence | $xxx/each | $ | $ | $ | $ | $ | $ |
| Other  | $xxx/each | $ | $ | $ | $ | $ | $ |
| Total |  | $ | $ | $ | $ | $ | $ |

**OTHER DIRECT COSTS**

For each of the other direct costs items below that are in your budget, briefly detail what the items are to be purchased and applicability to proposed project. Make sure you report the items in the same categories as they appear in your sponsor-formatted budget. For example, if an item appears in the budget under Other Direct Costs, Other, make sure you justify it under “Other” below. Include the project year the purchase is to take place.

**Materials and Supplies:** e.g. consumables, lab supplies, chemicals, computers, etc. **NOTE:** Computers must be justified as being essential to the project to be an allowable cost on the budget.

**Publication Costs:** Detail basis of cost estimate and applicability to proposed project.

**Consultant Services:** Describe anticipated services to be provided by the consultant(s). Describe the basis of the cost estimate (e.g. $X/ hour, X hours, travel costs, and total estimated costs).

**Computer Services:** Detail basis of cost estimate and applicability to proposed project.

**Equipment or Facility Rental/User Fees:** Detail basis of cost estimate and applicability to proposed project.

**Subawards:** List all subawards and provide a short description of the work to be performed. If provided separately, detailed subaward costs should be included in the subaward budget justification only.

**Other:** [For items that do not fall within the specified Other Direct Cost categories above, itemize in this section and include the basis of the cost estimate. Always explain why purchases are essential to the project’s aims and dedicated only to this project. Common items are included below: delete/add items as necessary].

Printing: Describe the items to be printed, price, and rationale.

Conference Registration Fees: List the number of conference registrations (see the travel section in your budget), and the price.

Non-Employee Travel: University reimbursement rates will be used. Travel funds are requested for [individuals, purpose, location and dates of travel if known]. The cost of travel is calculated for # days and includes airfare, lodging, per diem, and ground transportation.

Research Incentives: The project requires $X for gift cards: X $X denomination gift cards with a total of $X in vendor fees.

Contracted Services: Describe anticipated services to be provided by the vendor(s). Describe the basis of the cost estimate (e.g. $X/ hour, X hours and total estimated costs). **NOTE:** When the acquisition of goods or services exceeds $20,000 total over the life of the award AND you wish to name the vendor in proposal documents, to do so you must obtain quotes from three or more vendors (requires a minimum of one quote from a [certified Business Enterprise Program diverse vendor](https://purchasing.illinoisstate.edu/supplier-diversity/)). Each vendor must be provided the same information and desired specifications.

**INDIRECT COSTS**

The University uses 48% for on-campus research as determined in the university’s Federally Negotiated Indirect Cost Rate Agreement, on a base of Modified Total Direct Costs.

Use the following checklist to review your budget justification:

□ Does the budget justification follow the same order as the budget that will be submitted?

□ Does it concisely give additional details to explain the costs included in the budget?

□ Does it include only items that are allowable, reasonable, and allocable?

□ Is it easy to read (short paragraphs, headings to separate different budget categories, etc.)?

□ Do the numbers in the budget justification match those in the budget that will be submitted?