**Sample Budget Justification**

**Personnel**

PI Name will be responsible for the overall success of the project. List contributions to the project that the PI will be responsible for. He/She will be supported at # Summer month / Extra-compensation/ # Academic month

Example: Dr. John Doe will be supported for 1 summer month, which is $5000/year for a total of 15,000 for three years

Co-PI Name *(Follow same format for Co-PI, Other Personnel, Graduate Assistants and Post Doc personnel)*

**Benefits**

*Please look up the current rates on OSP website:* [*www.subr.edu/osp*](http://www.subr.edu/osp)

**Travel**

*[Please state appropriate travel costs based on your project specific travel.]*

***Domestic***

Travel is budgeted in Year # for # project personnel to purpose & location of trip. Travel is estimated at $ per person and includes airfare ($), lodging ($/night), meals ($/day), ground transportation ($), and registration fees ($).

***Foreign***

Travel is budgeted in Year # for # project personnel to purpose & location of trip. Travel is estimated at $ per person and includes airfare ($), lodging ($/night), meals ($/day), ground transportation ($), and registration fees ($).

**Operating Services**

Printing/Publications, Software/User Licenses, Rent

**Supplies**Items that are consumed or expended in the course of being used, as distinguished from equipment (i.e. general office supplies).

**Professional Services/Consultants**Name/Company will be hired to [list specific expertise] for [# months]. Consultant’s Name rate is [$/day]. We are requesting [$] consulting services.

**Equipment**

Items that are tangible non-consumable property, as distinguished from supplies. For purposes of expensing, tangible non-consumable and theft sensitive items valued at $1,000 or above.

**Participant Support Costs**

$ each year is budgeted for # participants to take part in [describe the purpose of the meeting/conference/symposia/training being provided].

* Stipends - $  
  Stipends to support 2 students to \_\_\_\_\_at \_\_\_\_ for \_\_\_weeks at a pay rate of \_\_\_\_per hour = \_\_\_\_
* Travel - $  
  \_\_\_ flights for students to attend \_\_\_\_
* Subsistence $  
  Housing for 2 students to conduct research at \_\_\_\_\_ for # weeks at $/night

**Subawards**

One subaward will be issued to the [University Name] in the amount of [$] for each of the three project years. [Subrecipient’s Lead Name] will lead the [insert a brief overview of the sub’s work]. [University Name] detailed budget and justification are included in the application.

**Facilities & Administrative Cost**

*Please look up the current rates on OSP’s website*

SU’s federally negotiated rate is 40% of MTDC for organized research.