NSF BUDGET JUSTIFICATION – Sample Template

Colorado State University
Principal Investigator: (name)

A. SENIOR PERSONNEL:
   A.1. to A.6. – add page if necessary; (name), (title), (total time, ex: 1 summer mo each year), $amount
   A.7. $total amount

B. OTHER PERSONNEL:
   B.3. (number of students) Graduate Student, (total time, ex: 12 calendar mos each year), $amount
   B.4. (number of students) Undergraduate Student, (total time), $amount
   Include name for Post-docs or Other Professionals

C. FRINGE BENEFITS: $amount; Total Salaries: $amount

D. EQUIPMENT: $total amount
   (list item and dollar amount for each item exceeding $5000)

E. TRAVEL:
   E.1. Domestic $amount
   (Ex: Each year PI to attend XYZ Workshop and Annual 123 Conference. Costs to be covered include airfare, ground transportation, lodging, per diem, and registration fees.)
   E.2. Foreign $amount

F. PARTICIPANT SUPPORT COSTS: $amounts
   F.1. to F.4. (description of stipends, travel, subsistence, other) Total Participants:

G. OTHER DIRECT COSTS:
   G.1. Materials and Supplies $amount
   G.2. Publication Costs/Documentation/Dissemination $amount
   G.3. Consultant Services $amount
   G.4. Computer Services $amount
   G.5. Subaward; INSTITUTION, PI, $amount
   G.6. Other $amount
   Tuition (ex: GRA, two sem each year, out-of-state), Equipment Use Fees, Animal Care, Services

H. TOTAL DIRECT COSTS: $amount
I. INDIRECT COSTS: $amount
   (xxx% of base $amount)
J. TOTAL DIRECT AND INDIRECT COSTS: $amount
L. AMOUNT OF THIS REQUEST: $amount

INFLATIONARY ADJUSTMENT: 4% per year, except xxxxxxx

Colorado State University’s Indirect Cost Agreement and Fringe Benefit Rates may be viewed here:
http://web.research.colostate.edu/OSP/rates.aspx
Guide for Budget Justification

Salaries:
Senior Personnel:
Name, #mo/yr + fringe (rate)

Other Personnel:
Post Docs (and Other Professionals): Name, #mo/yr + fringe (rate)
GRAs: # @ %-time; # mos/yr + fringe (rate)
Student Hourlies: # students, # hrs/wk for ## weeks, @ $?/hour

Equipment:
High cost capital items should be identified at the proposal stage and justified. Quotes should be obtained and included, particularly when there will be a sole source situation.

Travel (Domestic and International):
Travel budgets are generally closely scrutinized. The more detailed the justification the better. It is generally advisable to indicate a specific conference (or a list of conferences from which trips will be chosen), and to provide estimates of airfare, per diem, lodging, registration fees, and other expenses that might be incurred. It should be noted who will be attending any given conference, i.e., PI, GRA, Post Doc, co-PIs, etc.
In cases where the PI is expected to attend sponsor mandated workshops or meetings, those should be identified and outlined in a manner similar to the one used for conferences.
If meetings among collaborators are planned, they should be planned in advance, tentative locations and number of meetings identified, and a rationale for the meetings provided.
International travel requires very detailed justifications and estimations.

Participant Support Costs: $(amount) (who, how many, how long, and why)

Other Direct Costs:
Materials/Supplies:
This is another area that get attention, particularly if the budget is large. If the project has specific needs/demands, they should be identified and justified. The following can be used for small, generic budgets: “Including, but not limited to storage media, specialized references, specialized software and licenses, presentation materials, incidental consumables.”

Subcontracts:
IF YOU HAVE A SUBCONTRACTOR it is up to you organization’s sponsored programs office (or equivalent) to determine what they need from the contractor. AS A SUBCONTRACTOR TO COLORADO STATE UNIVERSITY you need to provide us with a detailed budget (the budget pages from FastLane are a good source for those pages), budget justification, and a statement of work describing in detail what your tasks with regard to the proposed project are to be. Those items need to be submitted to Colorado State University, Office of Sponsored Programs, along with a signed letter from and authorized representative of your institution.

Tuition:
# semesters per year per GRA, # in-state, # out-of-state

Other:
Including: equipment use fees, animal care, services, etc. Identify and justify each entry in this section.

For additional information regarding NSF proposal budgets see: