

**Project Title**  
**PI Name**  
**Department | Ursinus College**

**BUDGET JUSTIFICATION**

**PERSONNEL** (\$Amount Requested Total) *List total direct costs requested for all personnel. Describe each of the personnel costs as indicated below.*

**Principal Investigator** (Name, \$ Amount requested):

Salary for X month(s) at XX% effort is requested for the Principal Investigator in each year of the project and is calculated based on the PI's institutional base salary. The PI will be responsible for the overall coordination of the project and the supervision of students and other project personnel.

*Change and/or insert description of PI role/function here.*

**Co-PI** (Name, \$ Amount Requested):

Salary for X months at XX% effort is requested for the Co-Investigator, who will be responsible for (insert responsibilities here.)

*Insert other full or part time personnel here, such as lab technicians, post-docs, etc.*

**Course Release Time** (\$ Amount Requested):

A course release of (*insert course and % of courseload here*) is requested for the PI for (spring, fall) semester. This calculation is based on the College's course buyout policy.

**Undergraduate Students** (\$ Amount Requested):

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.*

**FRINGE BENEFITS** (\$Amount Requested Total)

Ursinus College uses a negotiated fringe rate for benefit calculations. Ursinus College's fringe benefit rate is a direct charge as a percentage of salaries at rates established by the college. However, it uses a fringe benefit rate which is applied to salaries and wages in budgeting fringe benefit costs under project proposals.

| Faculty<br>(Academic Yr) | Faculty<br>(Summer) | Postdoc/Res<br>Associate | Undergraduate<br>Students<br>(Summer) |
|--------------------------|---------------------|--------------------------|---------------------------------------|
| 7.65%                    | 7.65%               | 28.4%                    | 7.65%                                 |

The following fringe benefits are treated as direct costs: FICA, Unemployment, TIAA-CREF retirement, health insurance, dental, disability, post-retirement benefits, tuition grants/remission, and employee meals subsidy.

**EQUIPMENT** (\$Amount Requested Total)

*List total direct costs requested for this category. Ursinus College considers purchases of single items over \$5,000 to be equipment. Several purchases of items equaling >\$5,000 is not considered equipment and should be listed under Materials and Supplies.*

Equipment funds are requested to purchase:

**Commented [RWC1]: DIRECTIONS:**

1. The purpose of a budget justification is to give the applicant space to explain their costs. Specificity is important – with most sponsors, the more specific your justifications for costs, the better.
2. Edit or delete explanations as needed for your project. This is a template and not all areas below will apply to you. Directions are listed in italics.
3. Categories not included in your budget should be deleted.
4. Make sure you follow the sponsor's guidelines for allowable fonts and font sizes. For instance, many sponsors like NSF and NIH want Arial, Courier New, or Times New Roman as fonts. This template is in Arial, 10 point, which is often accepted. Double check font, size, and margins with your sponsor, however.
5. For NSF proposals submitted through Research.gov, add page numbers as required.
6. The categories and the sequence of this budget justification is designed to match government forms, including SF 424 and the R&R budget form used by Grants.gov.

- Bulleted list: list all equipment to be purchased or fabricated on the project, explain how the items will be used to support the research/specify it as a deliverable, and include what budget year the equipment will be purchased. List how you have arrived at the cost of the equipment, such as via a quote, or an average of multiple quotes, or other such estimates.

#### **TRAVEL** (\$Amount Requested Total)

##### **Domestic**

Travel funds are requested for the Principal Investigator and undergraduate students to [location and dates of travel if known, identify purpose of trip, such as attending a specific conference relating to the research proposed]. The cost of travel is calculated for XX days and includes airfare, lodging, per diem (*use federal per diem as guidance*), and ground transportation. The cost of airfare and ground transportation is based on estimated costs and lodging and per diem costs are based on rates as established by the GSA.

*Insert a table here, detailing cost breakdown and budget year.*

##### **International**

International travel funds are requested for the Principal Investigator and undergraduate students to [location and dates of travel if known, identify purpose of trip, such as attending a specific conference relating to the research proposed].

The cost of travel is calculated for # days and includes airfare, lodging, per diem, and ground transportation. The cost of airfare and ground transportation is based on estimated costs and lodging and per diem costs are based on rates as established by the U.S. Department of State.

*Insert a table here, detailing cost breakdown and budget year.*

#### **PARTICIPANT SUPPORT COSTS** (\$Amount Requested Total)

Describe as necessary if included in the budget.

##### **OTHER DIRECT COSTS** (\$Amount Requested Total)

*Use this section to summarize other direct costs applicable to your proposal. This section is often sponsor-specific, so consult your Funding Opportunity Announcement.*

##### **Materials and Supplies** (\$Amount Requested Total):

*This category includes lab supplies, animal costs, and chemicals, as well as computers. Computers must be essential to the project and be specifically allocated to the project.*

##### **Publication Costs** (\$Amount Requested Total):

*Describe the anticipated publication costs, including open access publications.*

##### **Consultants** (\$Amount Requested Total):

*Describe the consultants working on your project, and a reckoning of their costs (such as price per hour, or a deliverable-based pay schedule). Describe consultants in detail with names, if possible.*

##### **Computer Services** (\$Amount Requested Total):

*This category includes Automatic data processing (ADP) and other computer services, which must be research-specific services such as reserved computing time, web conferencing, web*

**Commented [RW2]:** Please note that participant support costs are **not** included on most proposals and are generally only applicable for specific NSF proposals. Participants who participate in an NSF-sponsored conference or workshop would be an example of participant support costs.

services and secure storage of project data. This does not include software licenses, computers, laptops, etc.

**Subawards** (\$Amount Requested Total):

List all subawards and describe the work they will perform on the project. Depending on your sponsor, subawards may have their own budget listed separately. Consult with your College grants manager early in order to establish a subaward.

**Other** (\$Amount Requested Total):

This section captures costs not listed in the Standard Form. These may be listed separately on your budget.

Human Subjects Payments: This includes human subjects payments. List number of and nature of participants, as well as details about the remuneration.

Conference Registration Fees: This includes any registration required for your travel.

Facility Rental/ User Fees: This could be rental of campus services, etc.

Tuition: Some grants may allow for tuition capture, listed here.

**INDIRECT COSTS** (\$Amount Requested Total)

Cognizant Federal Agency for UC: Department of Health & Human Services, by Darryl Mayes (phone: 301-492-4855). Rate agreement for sponsored projects between 7/1/2021 to 6/30/2025. The rates are applicable to all programs.

43% of fringe, salaries, and wages on campus

20% of fringe, salaries, and wages off campus