**BUDGET JUSTIFICATION**

**Project Title:**

**Project Start / End Date:**

Please refer to the attached file named Budget-Justification-TEMPLATE. The categories are based on the SF424, which is the format required by the DHS Grants Officer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary Table** | **Period 1****(Aug1, 2018 – June 30, 2019)** | **Period 2****(July 1, 2019 – June 30, 2020)** | **Total** |
| A. Senior/Key Personnel |  |  |  |
| B. Other Personnel |  |  |  |
| **(A+B) Total Personnel** |  |  |  |
| C. Total Equipment |  |  |  |
| D. Total Travel |  |  |  |
| E. Total Participant/Trainee Support |  |  |  |
| F. Total Other Direct |  |  |  |
| **G. Total Direct (A thru F)** |  |  |  |
| H. Indirect Costs |  |  |  |
| **I. Total Direct and Indirect Costs (G+H)** |  |  |  |

**Period 1**

**A. Personnel, Senior/Key**

**Salary ($)**

* List personnel by name. Describe tasks/responsibilities. Costs should be commensurate with effort/tasks in work plan. Detail amount of funds requested and months of salary covered for each person.

**Fringe Benefits ($)**

* List personnel by name and amount of funds requested for each.

**B. Personnel, Other ($)**

* List personnel by name. Describe tasks/responsibilities. Detail amount of funds requested and months of salary covered for each person.

**Fringe Benefits ($)**

* List personnel by name and amount of funds requested for each.

**C. Equipment ($)**

Do not use the term equipment, unless referring to an item of property that has an acquisition cost of $5,000 or more, and an expected service life of more than one year.

**D. Travel ($)**

List all planned trips. Performers are encouraged to use teleconferencing tools to meet with their Champions instead of budgeting for in person travel. Foreign travel is discouraged, since it must be approved by DHS 60 days in advance and in writing (and will be declined unless there is strong justification). Requests for foreign travel identifying the traveler, the purpose, the destination, and the estimated travel costs must be submitted to the DHS Grants Officer 60 days prior to the commencement of travel.

Include funds for travel to annual PI meeting (for PI, subcontractor PIs if applicable and at least one student). It is an important venue to justify the continuation of a project, as the DHS PM and stakeholders are present.

* Anticipated travel includes one trip to LOCATION for ### people to PURPOSE the EVENT (### nights). Total estimated cost per person for the trip is estimated at $$$. Travel costs need to be specific: for each trip, mention who the traveler(s) will be, where to and when will they travel, and the total cost for the trip. Travel costs may include economy airfare; lodging (2 days); ground transportation at the destination (including public transportation and/or rental car as necessary), parking and/or transportation to/from local airport; meals and incidentals.

**E. Participant/Trainee Support Costs ($)**

**F. Other Direct Costs** **($)**

**Materials/Supplies:**

* Funds ($$$) are requested to procure licenses for software products necessary for carrying out project tasks as described in the proposal narrative. (specify product name or tasks if possible)
* Funds are requested for ### ITEMS for PURPOSE estimated at $$$

**Publication Costs:**

* Funds ($$$) are requested to cover the costs of preparing materials for publication and/or dissemination (including open access fees, OTHER REASON).

**Consultants/Professional Services:**

Costs for external collaborators classified as consultants that significantly exceed 10% of the total budgeted costs are strongly discouraged. This level of effort is better justified via a subaward.

* Funds ($$$) are requested to cover Consultant Services by NAME. These costs are calculated at follows:

**Sub-awards**

* A consortium arrangement will be established with NAME. The detailed budget and other documentation are attached.

**Other:**

* **Human Subjects Compensation:** Funds ($$$) are requested to cover compensation payments for 200 individual human subjects (estimated at $$$ per person).
* Funds ($$$) are requested for registration fees related to attending professional conferences, as indicated in the Travel section, above.

**H. Indirect (F&A) Costs ($)**

Indirect Costs are calculated on a modified total direct costs basis of $dollars using the university’s federally negotiated rate of X%