**Sample Budget justification**

(PI Name)

Per sonnel

PI (x month(s) effort for each year) (description of responsibilities on the project or which parts of the project the person is responsible for conducting and their areas of expertise)

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

Fringe benefits are calculated at xx% of salary for faculty and xx% for graduate students*. (you can also cut and paste the Fringe Benefit website)*

Dom es t i c/Foreign tr av el

*If the travel is different over the years of the project list the different amounts/places in separate paragraphs, you must separate Domestic and Foreign travel requests.*

i.e. Atlanta, GA (Conference:…)

Estimated costs include, per diem, airfare, hotel, and Conference fees for PI to attend.

*Refer to the UI Accounts Payable & Travel’s current meal/hotel rate spreadsheet for estimates and allowable costs per the UI guidelines.* [*http://www.uiowa.edu/purchasing/travel/dom\_intl.htm*](http://www.uiowa.edu/purchasing/travel/dom_intl.htm)

\**Please note*: some Sponsors limit or have restrictions on the maximum allowances for travel, adjust your budget accordingly or determine if the travel cannot be added to the proposal\*

Other Di rect Costs

Materials and Supplies

• $5,000 is requested each year to purchase lab equipment such as…

\**Please note*: Standard office supplies such as pens, folders are not typically allowed in Federal Grant Proposals and are calculated into the University’s F&A rate. Keep in mind that if these types of items are requested and an audit occurs the UI Department is responsible for ensuring that each item purchased with Grant funds is labeled and used solely for the purpose of that particular grant.\*

Publication costs

• $2,000 is requested each year to submit Project results to various Journals.

Other

• We estimate one year of tuition for each student at $xxxx/year. The current UI Graduate Student contract specifies that RA’s with at least a 25% appointment receive a tuition stipend that covers their full-time tuition rate. Thus, two semesters of tuition are budgeted for each Graduate Student Research Assistant each year.

Indi r ect costs

Make a note regarding the F&A rate used & why:

i.e. The indirect cost rate at the UI for on-campus research is xx% MTDC (excluding tuition, equipment & Participant Costs).

Other Project Years

In subsequent years, the budget for personnel, supplies, tuition, and core facility fees has been incremented based on an anticipated rate of inflation of 3% per year.