**Title of Project**

**Sponsor, RFP #**

**Project Start and End Date**

**Budget Justification**

This budget narrative is set up for three years, edit as necessary for few or more years.

**PERSONNEL**

Principal Investigator, (insert name), will be responsible for (insert primary tasks). Name will devote (insert FTE), for a funding request of (insert amount) (year 1), (insert amount) (year 2), and (insert amount) (year 3). The total request for (name) is (insert amount).

If the FTE changes, list % for each year.

Co-Investigator, (insert name), will be responsible for (insert primary tasks). Name will devote (insert FTE), for a funding request of (insert amount) (year 1) (insert amount), (year 2), and (insert amount) (year 3). The total request for (name) is (insert amount).

If the FTE changes, list % for each year.

Key Personnel, (insert name), will be responsible for (insert primary tasks). Name will devote (insert FTE), for a funding request of (insert amount) (year 1), (insert amount) (year 2), and (insert amount) (year 3). The total request for (name) is (insert amount).

If the FTE changes, list % for each year.

Change “Key Personnel” to the title.

Graduate Student, (insert name), will be responsible for (insert primary tasks. Name will devote (insert FTE), for a funding request of (insert amount) (year 1) (insert amount) (year 2), and (insert amount) (year 3). The total request for (name) is (insert amount).

If the FTE changes, list % for each year.

Undergraduate Student, (insert name), will be responsible for (insert primary tasks. Name will devote (insert number of hours, for a funding request of (insert amount) (year 1) (insert amount) (year 2), and (insert amount) (year 3). The total request for (name) is (insert amount).

If the number hours change each year, specify hours.

The total salaries request is (insert amount) for year 1, (insert amount) in year 2, and (insert amount) in year 3. The total request is (insert amount).

**FRINGE BENEFITS**

Fringe benefits are based on a calculated rate for all employees. Michigan State University allocates the cost of fringe benefits using a Specific Identification (SI) system. Under this system, costs are specifically identified into four categories and accounts will be charged only to the extent that an employee receives, or in the case of health care is eligible to receive, those benefits. The categories are retirement, FICA, other/miscellaneous, and health, dental & prescriptions.

The total fringe request is (insert amount) for year 1, (insert amount) for year 2, and (insert amount) for year 3. The total request is (insert amount).

The total personnel and fringe benefits request for three years is (insert amount).

**NON-PERSONNEL COSTS**

Equipment

For year 1, funds are requested for (include name of equipment and what it will be used for; how will the equipment be used to support grant activities). (Insert amount) is requested.

For year 2, funds are requested for (include name of equipment and what it will be used for; how will the equipment be used to support grant activities). (Insert amount) is requested.

For year 3, funds are requested for (include name of equipment and what it will be used for; how will the equipment be used to support grant activities). (Insert amount) is requested.

The total request for equipment is (insert amount).

Travel

In year 1, travel requests are requested for (insert purpose). (include itemized list of mileage, hotel, airfare, per diem, ground transportation, conference fees, etc.). (Insert amount) is requested.

In year 2, travel requests are requested for (insert purpose). (include itemized list of mileage, hotel, airfare, per diem, ground transportation, conference fees, etc.). (Insert amount) is requested.

In year 3, travel requests are requested for (insert purpose). (include itemized list of mileage, hotel, airfare, per diem, ground transportation, conference fees, etc.). (Insert amount) is requested.

All estimates are based upon (specify GSA or State of Michigan rates). The total request for travel is (insert amount).

Materials and Supplies

For year 1, funds are requested for (include itemized list and what materials will be used for). (Insert amount) is requested.

For year 2, funds are requested for (include itemized list and what materials will be used for). (Insert amount) is requested.

For year 3, funds are requested for (include itemized list and what materials will be used for). (Insert amount) is requested.

The total request for materials and supplies is (insert amount).

Publication

Funds are requested for publication of manuscripts resulting from this project.

In year 1, funds are requested for (include itemized list). (Insert amount) is requested.

In year 2, funds are requested for (include itemized list). (Insert amount) is requested.

In year 3, funds are requested for (include itemized list). (Insert amount) is requested.

The total request for publication expenses is (insert amount).

Consultant Services

(Name of Consultant) will provide consulting services in the areas of (add expertise/services).

In year 1, the consultant will provide (insert number of hours) at a rate of (insert hourly rate) for a request of (Insert amount).

In year 2, the consultant will provide (insert number of hours) at a rate of (insert hourly rate) for a request of (Insert amount).

In year 3, the consultant will provide (insert number of hours) at a rate of (insert hourly rate) for a request of (Insert amount).

The total request for consulting services is (insert amount).

ADP/Computer Services

Funds are requested for ADP/Computer Services.

In year 1, funds are requested for (include itemized list). (Insert amount) is requested.

In year 2, funds are requested for (include itemized list). (Insert amount) is requested.

In year 3, funds are requested for (include itemized list). (Insert amount) is requested.

The total request for ADP/Computer services is (insert amount).

Subawards

(Name of Subcontractor) will (summarize statement of work and deliverables).

In year 1, the contractor will provide (insert number of hours) at a rate of (insert hourly rate) for a request of (Insert amount).

In year 2, the contractor will provide (insert number of hours) at a rate of (insert hourly rate) for a request of (Insert amount).

In year 3, the contractor will provide (insert number of hours) at a rate of (insert hourly rate) for a request of (Insert amount).

The total request for contracting services is (insert amount).

Repeat for as many subcontracts as necessary. If multiple subcontractors are providing the same services and the same costs, you can summarize.

Facility Rental/User Fees

Facility rental is needed for (insert purpose/description of who will attend, # of participants).

In year 1, funds are requested for (include itemized list). (Insert details on room, rates) is requested.

In year 2, funds are requested for (include itemized list). (Insert details on room, rates) is requested.

In year 3, funds are requested for (include itemized list). (Insert details on room, rates) is requested.

The total request for facility rental is (insert amount).

Alterations and Renovations

(Identify need and purpose of the alternation of the renovation and how it is necessary for the project). The following funds are requested (provide an itemization of costs), for a total cost of (insert amount).

Add for other years if these funds are requested beyond year 1.

The total request for alterations and renovations is (insert amount).

Student Tuition and Fees

Tuition and fee support is requested for Graduate Students.

In year 1, (insert amount) is requested for each graduate student, for a total request of (insert amount).

In year 2, (insert amount) is requested for each graduate student, for a total request of (insert amount).

In year 3, (insert amount) is requested for each graduate student, for a total request of (insert amount).

The total request for student tuition and fees is (insert amount).

The request for non-personnel costs for three years is (insert amount).

**TOTAL DIRECT COSTS**

The total direct costs requested are (insert amount) year 1, (insert amount) year 2, and (insert amount) year 3. The total request is (insert amount).

**MODIFIED TOTAL INDIRECT COSTS**

The total modified direct costs requested are (insert amount) year 1, (insert amount) year 2, and (insert amount) year 3. The total request is (insert amount).

**INDIRECT COST**

The (funder name) allows a XX% indirect rate. The total indirect costs requested are (insert amount) year 1, (insert amount) year 2, and (insert amount) year 3. The total request is (insert amount).

**TOTAL BUDGET REQUEST**

The total budget request is year 1: (insert amount), year 2: (insert amount), year 3: (insert amount), for a total request of (insert amount).

Notes:

* Add other categories as needed, following the order of the budget in the PD.
* Delete sections not needed.