

NOTE TO PRINCIPAL INVESTIGATORS: The Uniform Guidance requires PIs to strongly justify administrative and clerical items that are included in proposal budgets. The following is suggested wording that can be used in budget justifications. Please add (or revise) portions in order to reflect your own project-specific needs.

BUDGET NARRATIVE/JUSTIFICATION TEMPLATE

The budget for this project has been specifically developed to utilize and leverage existing resources in a cost-effective approach to achieving project goals and objectives. The design of this program is well thought out, building upon successful relationships, proven training models, established resources and the applicant's prior experience in developing and implementing similar projects. All items included in the budget have been carefully considered and will be sufficient to support the scope of work included in this proposal. Each of the participating institutions and individuals brings a particular expertise to the proposed project and is ready to begin work at once.

SENIOR PERSONNEL

The Principal Investigator is budgeted for ___person months. The project director will supervise all project staff, will ensure programmatic and technical integrity, and supervise the management of the budget. His programmatic responsibilities will include supervising the technical assistance and training efforts, monitoring progress, functioning as chair of the advisory committee, developing curriculum, disseminating results at conferences, and presenting at national forums in years two and four.

We will hire # Graduate Student Assistant at \$___ and # Undergraduate Student assistants to assist with....

FRINGE BENEFITS

Fringe benefits for the senior personnel is _____% of the requested an amount and has been budgeted as\$_____.

TRAVEL

The Principal Investigator will travel to attend conferences related to _____. In subsequent years, travel support will be for the presentation and dissemination of the _____ a training model at professional conferences such as the _____ conference. Lodging and per diem rates are equal to or under General Services Administration CONUS estimates.

EQUIPMENT

We have budget \$_____ for equipment. The equipment will be used to

STUDENT STIPENDS

We have budget \$ for Student Stipends to cover tuition and books for # of graduate and # of under

OTHER DIRECT COSTS

MATERIALS AND SUPPLIES

Office Supplies: For this project we have budgeted a reasonable amount (\$____) for office supplies, including paper, writing instruments, computer supplies, printer cartridges, files, folders and other consumables. These items will not be provided by Cal State L.A., and all purchases will be used specifically on this project.

Duplicating: The project director and staff will need to duplicate a significant number of records, as well as cover the incidental copying associated with a project of this sort. Project materials will have to be duplicated as well. Although we will be able to use a copier provided by Cal State L.A., there is a per-page charge the project will have to pay the University. We have therefore budgeted \$____ for the year's estimated copying costs.

INDIRECT COSTS

Cal State L.A. University Auxiliary Services' federally negotiated indirect cost rate for this type of project is 46% of Modified Total Direct Costs.