

Sample NIH Modular Budget Justifications

Instructions can be deleted as the justification is completed

Please refer to the solicitation for any limitations on number of pages

INSTRUCTIONS: Modular budgets are applicable to certain research grant applications from domestic organizations requesting \$250,000 or less per year for direct costs. Modular budgets are simplified; therefore, detailed categorical information is not to be submitted with the application. For all modular budgets, request total direct costs (in modules of \$25,000), reflecting appropriate support for the project. There will be no future year escalations. A typical modular grant application will request the same number of modules in each year.

The following pages include examples for Personnel Justification, Consortium Justification and Additional Narrative.

If needed, additional information can be found at NIH:

https://grants.nih.gov/grants/funding/modular/modular_faq_pub.htm

Personnel Justification

INSTRUCTIONS: List all personnel, including names, percent of effort and roles on the project. NIH and other PHS agencies use the concept of person months as a metric for determining percent of effort. No individual salary information should be provided. No dollar amounts should be entered in the modular personnel justification

Dr. Jane Doe, Principal Investigator (0.5 person months of effort per year). Dr. Doe has extensive experience with the yeast genetics, molecular, and microscopic approaches described in the proposal and she has developed a research program focusing on understanding mechanism of cell growth and division. She will perform the imaging experiments described in the proposal and will have overall responsibility for the direction of the project, including supervision of the work performed by the postdoctoral researcher and the undergraduate students.

Dr. John Smith, Co-Investigator (0.5 summer months of effort per year). Dr. Smith will lead efforts in spatiotemporal cellular modeling and will supervise the GRA.

Post-Doctoral Research Associate (TBD) (12 calendar months per year). He/she will work on aims 2 and 3 as described in the proposal.

Graduate Research Assistant (TBD) (12 calendar months per year). This GRA will work on aim 1 as described in the proposal.

Undergraduate Research Assistant (TBD) (12 calendar months per year). The undergrad will work on aim 2 as described in the proposal.

Consortium Justification

INSTRUCTIONS: Provide an estimate of total costs (direct plus Facilities and Administrative) for each year, rounded to the nearest \$1,000. List the individuals/organizations with whom consortium or contractual arrangements have been made. List all personnel, including percent of effort, using the metric of person months, and roles on the project. No individual salary information should be provided. Indicate whether the collaborating institution is foreign or domestic. While only the direct cost for a consortium/contractual arrangement is factored into eligibility for using the modular budget format, the total consortium/contractual costs must be included in the overall requested modular direct cost amount.

The University of North Carolina, Chapel Hill, is a domestic institution located in Chapel Hill, North Carolina. Please see the Consortium/Contractual Arrangements section for further details and institutional approval.

Personnel: Dr. Robert Johnson, Co-Investigator (0.75 summer months of effort in year one, 0.5 summer months of effort per year in years two through five). Dr. Johnson will assist with software development and data analysis efforts. His effort is higher in year one because software development efforts are concentrated at the beginning of the project.

Year 1 Total Costs: \$22,000

Year 2 Total Costs: \$16,500

Year 3 Total Costs: \$17,600

Year 4 Total Costs: \$18,700

Year 5 Total Costs: \$19,800

Additional Narrative Justification

INSTRUCTIONS: Provide an additional narrative budget justification for any variation in the number of modules requested, or if the requested budget requires any additional justification.

\$175,000 per year is requested in years two through five. In year one, \$200,000 is requested because software development efforts are concentrated at the beginning of the project, requiring additional personnel effort. In addition, a database server will be purchased in year one to house the raw and analyzed data for the project.

SAMPLE