

Example NSF Budget Justification

Unless specified in the solicitation, budget justifications are limited to five pages

Budget Justification

A: Senior Personnel

The Senior Personnel for this project consist of Dr. John Smith and Dr. Bob Jones in years 1-3. Dr. Smith is requesting 0.5 summer months of support at \$5,472 with a starting base salary of \$98,492. Dr. Smith will be responsible for (insert project role). Dr. Jones is requesting 0.5 summer months of support at \$4,383 with a starting base salary of \$78,890. Dr. Jones will be responsible for (insert project role).

A 3% salary increase has been included in years 2 and 3. The total request for Senior Personnel is \$30,460 for years 1-3.

REQUIRED statement in ALL NSF justification: The University of Tennessee Knoxville defines the NSF year by a calendar year, January – December

If there is a JFO in the budget, the following statement must **always be included in the budget justification: “[Name], has a joint faculty appointment with the University of Tennessee in [department, college] and is an employee of UT-Battelle, LLC. This proposal is being submitted by the University.”

B: Other Personnel

The Other Personnel include one full-time Post-doctoral Researcher at \$55,000 and one Graduate Research Assistant (GRA) at \$20,000. One undergraduate student at \$3,000 each summer based on approximately 83 hours at \$12 per hour is also requested. The Post-doctoral Researcher will be responsible for (insert project role). The GRA will be responsible for (insert project role).

A 3% salary increase has been included in years 2 and 3. The total request for Other Personnel is \$240,817 for years 1-3.

C: Fringe Benefits

Fringe Benefits are requested based on actual rates and are unique to each individual. Fringe Benefits for requested for Dr. Smith at 23.67%, Dr. Jones at 22.45%, and the Post-doctoral Researcher at 53.81%. An 8% fringe rate has been included for the undergraduate student to cover FICA.

Health benefits for the GRA are based on a standard rate of \$187.12 per month. GRA health insurance in years 2 and 3 has been inflated by 6% based on historical data.

Total requested Fringe Benefits is \$106,140 for years 1-3.

Additional years should be inflated by **6% for GRA health insurance.

Hourly undergrads should have a fringe rate of **8%.

**Actual fringe rates should be used for named persons. If an unnamed person is listed, you may estimate the university average (33%) or the Staff Benefit Rate Calculator.

D: Equipment

\$7,414 is requested to purchase an XY Brand Model 159 (quote attached). This equipment will be used to (insert why this equipment is needed to complete this project) for completion of the proposed project.

**Note that a quote is not required, but is helpful in justification of requested cost. If adding the quote makes the justification over the 5 page limit, it can be added as a supplementary document.

E: Travel

Domestic Travel – \$3,700 is requested for travel for the project in year 1. The funds will support two project personnel to attend a collaborative meeting with the Co-PI in Arizona.

Foreign Travel – \$4,350 is requested for foreign travel for the project in years 1 and 3. These travel funds will support two project personnel to attend international conferences, such as X Conference or Y Conference, to present papers and the results of the proposed research.

Destination	Purpose	Traveler(s)	Conference Fees	Airfare	Per Diem	Lodging (/night)	Days	Total
Tucson, Arizona	Collaborative Work	2	N/A	\$750	\$75	\$200	4	\$3,700
TBD International Conference	Present Research	2	\$300	\$750	\$75	\$150	5	\$4,350

Total travel requested for years 1 – 3 is \$12,400.

**The destination of travel may be TBD. While the table is not required, OSP and sponsors generally need this level of detail in order to verify justification of costs.

F: Participant Support Costs

Insert as much detail as possible for your participant support costs. This budget category refers to direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (**but not employees**) in connection with NSF-sponsored conferences or training projects. Any additional categories of

participant support costs other than those described in 2 CFR § 200.75 (such as incentives, gifts, souvenirs, t-shirts and memorabilia), must be justified in the budget justification, and such costs will be closely scrutinized by NSF. Per Uniform Guidance these costs do not get F&A.

G: Other Direct Costs

G1: Materials and Supplies – \$5,875 per year is requested for wafers, chemical reagents, and other consumable lab materials. **This section should be as detailed as possible.**

Insert Table of supplies needed: While the table is not required, the level of detail included must be sufficient to meet the requirements of the sponsor.

G2: Publication Costs – \$1,000 per year is requested to cover page charges and presentation poster costs.

G3: Consultant Services – **If you have a consultant on your proposal, those details should be inserted here. What service will the consultant perform and at what rate of compensation (include number of days or hours of expected service.** You may find the Consultant Form on the OSP website.

G4: Computer Services – none

G5: Subcontracts – \$75,000 per year is requested for a subcontract to The University of Arizona for their contribution to the project. The University of Arizona will **(insert subcontractor's role)**. A separate budget justification is provided for them. You may find the Subrecipient Commitment Form on the OSP website.

G6: Other – GRA tuition is requested at \$17,718 in year one. Tuition assumes two full semesters and three hours in the summer per year. Based on historical data, a 3% increase has been included for years 2 and 3. Total tuition requested is \$41,775 for years 1-3.

G6: Other – Recharge Center – \$3,500 is requested per year for 100 **(Insert description of service to be provided)** based on \$35 per sample. Rates may be found at <http://microscopy.utk.edu/services.php>

**NSF requests as much detail as possible for all Other Direct Costs being requested. Providing a high level of detail will result in fewer questions by NSF and OSP.

H: Total Direct Costs – \$697,638

I: Indirect Costs (F&A)

The University of Tennessee's federally approved indirect cost rate is requested at 52% MTDC in Year 1 and 53% MTDC in Years 2-3 (total direct costs minus equipment, subcontracts in excess of \$25,000, tuition, and participant support costs). The rate agreement is negotiated with

DHHS (contact: Lucy Siow, 301-492-4855). The indirect cost base is \$445,942 and the requested amount for F&A is \$115,944 for years 1-3.

** NSF states that the amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s), and such amounts must be specified in the budget justification.

J: Total Direct and Indirect Costs

The total direct and indirect costs requested for the project period is **\$813,582**.

Points to remember for NSF budget justifications:

- NSF has increased the budget justification page limit to 5 pages to allow sufficient space for adequate level of detail
- Page numbers are required
- 1 inch margins are required
- A dollar amount is required for indirect costs.
- The following statement is required to define NSF's year: The University of Tennessee Knoxville defines the NSF year by a calendar year, January – December

SAMPLE