**Example NASA *REDACTED* Budget Justification**

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

***\*\* The REDACTED budget justification cannot show any dollar values for salary, fringe, or indirect costs. \*\****

# Budget Justification

**Senior Personnel**

The Senior Personnel for this project consist of Dr. John Smith and Dr. Bob Jones in years 1-3. Dr. Smith will be responsible for (insert project role). Dr. Jones will be responsible for (insert project role).

\*\*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.”

# Other Personnel

The Other Personnel requested include one Post-doctoral Researcher and one Graduate Research Assistant (GRA). One undergraduate student is also requested each summer. The Post-doctoral Researcher will be responsible for (insert project role). The GRA will be responsible for (insert project role).

# Fringe Benefits

REDACTED

# Equipment

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

\*\*PER NASA: Give the "basis of estimate;" quotes need not be provided, but the proposal should indicate that the cost was based upon a quote, prior experience, etc.

# 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.

# 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 conferences or training projects. Per Uniform Guidance these costs do not get F&A.

# Other Direct Costs

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, OSP and sponsors need this level of detail in order to verify justification of costs.

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

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](https://osp.utk.edu/forms-osp/).

Computer Services – none

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](https://osp.utk.edu/forms-osp/).

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.

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>

# Indirect Costs

REDACTED

# Points to remember for NASA budget justifications:

* The REDACTED budget justification **cannot** show any dollar values for salary, fringe, or indirect costs.
* The REDACTED budget is part of the full PDF package that includes table of contents, narrative, references, biosketches, etc.
* Always double check your guidelines for any specific budget requests.
* If this is a ROSES submission, the DETAILED budget is a separate attachment in NSPIRES with file name as “TOTAL BUDGET”.
* Please refer to DETAILED justification example for additional details.