**BUDGET JUSTIFICATION**

**TEMPLATE 1 – Updated December 1, 2022**

***INSTRUCTIONS***

* ***Review this template carefully for applicability to each project, compliance to sponsor instructions, unique opportunity guidelines.***
* ***Revise, add, and remove language as necessary paying close attention to the yellow highlighted areas.***
* ***Confirm any University specific data such as fringe rates, indirect cost rates, etc.***
* ***Delete instructions, inapplicable sample language, highlights and red text from your final document.***

**A. SALARIES**

**SENIOR PERSONNEL**

**[NAME], Principal Investigator, \_\_ CM (\_\_% effort), Years 1-5**

Dr. \_\_\_\_\_\_\_ will be responsible for the experimental design and supervision of all aspects of the project. The PI will manage all administrative duties for the project and coordinate interactions with core facility managers and collaborators. The PI will be primarily responsible for data analysis, writing and submission of manuscripts resulting from the project. The PI will also participate in experiments when necessary.

**[NAME], Co-Investigator, \_\_ CM (\_\_% effort), Years 1-5**

Dr. \_\_\_\_\_\_ will be responsible for\_\_\_\_\_\_\_.

**OTHER PERSONNEL**

**[NAME], Postdoctoral Fellow, \_\_ CM (\_\_% effort), Years 1-5**

Dr. \_\_\_\_\_\_\_ will perform \_\_\_\_\_\_\_\_\_.

**[NAME], Graduate Research Assistant (GRA), \_\_ CM (\_\_% effort\*\*), Years 1-5**

\_\_\_\_\_\_\_ will perform \_\_\_\_\_\_\_\_\_.

**[NAME], Research Scientist, \_\_ CM (\_\_% effort), Years 1-5**

\_\_\_\_\_\_ will be responsible for\_\_\_\_\_\_\_.

\*\* As per UT Personnel and Accounting regulations, a ***full-time*** graduate student can provide a maximum of 20 hours/week for 12 months (i.e.: 50% effort, 6 calendar months).

**B. Fringe Benefits**

*Sample 1:*

Fringe benefits rates are based on The University of Texas at Austin's current federally negotiated rates for the appropriate employee benefits level at the time of proposal submission. Fringe benefits rates for benefits eligible employees for Fiscal Year \_\_\_\_ are calculated at \_\_%. In accordance with University budgeting policy, future fiscal years are escalated by 0.5% for fringe benefits eligible full-time and part-time for anticipated increases. Fringe benefits rates for benefits ineligible employees are calculated at \_\_%. Negotiated fringe rates are available via <https://research.utexas.edu/osp/prepare-submit-proposal/fringe-rates-guidelines/>.

*Sample 2:*

Fringe benefits rates for benefits-eligible employees are calculated at [%; average of fringe rates across the proposed period of performance]. Fringe benefits rates for benefits ineligible employees are calculated at 4.3%.

**C. Equipment**

*List property with an acquisition cost of $5,000 or more and an expected service life of more than one year. If requested by the sponsor include quotes with the budget justification attachment. Explain the necessity for each piece of equipment and which Specific Aims the equipment will support.*

Funds are requested for the following equipment:

* In year 1 of the budget, $\_\_\_\_\_ for a \_\_\_\_\_ for the purpose of \_\_\_\_\_\_.

**D. Other Direct Costs**

**MATERIALS AND SUPPLIES**

Supplies are calculated at $\_\_\_\_\_ per year for DNA sequencing, peptide sequencing, mass spectrometry operating costs, plasticware, enzymes, and other general research supplies. An additional $\_\_\_\_ is requested in Year 2 to cover costs associated with increased cell work in Aim 2.

**PUBLICATIONS**

Funds are requested to support the open source publication of significant findings in relevant publications. Requested amounts are based on past experience. Actual expenses as incurred will be charged.

**TRAVEL**

Funds are requested for project personnel to travel to relevant society meetings to disseminate the findings of the project to the wider research community and/or to travel to collaborate with colleagues. Travel costs in this budget are based on sponsored research travel for previous similar trips and are calculated for the [domestic/international] travel of \_#\_ project personnel.

**TUITION**

*Sample 1:*

The University requires tuition remission to be budgeted for all GRAs working on sponsored projects. The graduate tuition rate varies between University colleges. The graduate student tuition rate in the College of Natural Sciences for the FY \_\_\_\_ year is $\_\_\_\_ per semester (9 credit hours) in the Fall & Spring and $\_\_\_\_ for the Summer semester (3 credit hours).

*Sample 2, includes language for tuition increases if allowed by the sponsor:*

The University requires tuition remission to be budgeted for all GRAs working on sponsored projects. The graduate tuition rate varies between University colleges. The tuition rate in the College of Natural Sciences for the FY \_\_\_\_ year is $\_\_\_\_ per semester (9 credit hours) in the Fall & Spring and $\_\_\_\_ for the Summer semester (3 credit hours). Tuition costs estimated in this budget are increased by 2% each subsequent project year in order to account for anticipated tuition increases.

**SUBAWARD(S)**

[Institution/University] will be a subawardee under this project. The costs associated for the subaward are $\_\_\_\_\_\_\_\_ for the period of \_\_\_\_ through \_\_\_\_\_. The subawardee will be responsible for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**INDIRECT COSTS**

*Sample 1:*

The indirect cost rate of \_\_\_% of modified total direct costs is based on The University’s negotiated F&A rate as anticipated at the time of award. The rate memo can be viewed at <https://research.utexas.edu/osp/resources/fa-memo/>.

*Sample 2, includes language for IDC exemptions and calculating IDC on subawards:*

The indirect cost rate of \_\_\_% of modified total direct costs (MTDC) is based on The University’s negotiated F&A rate as anticipated at the time of award. MTDC includes total direct costs exclusive of graduate research assistants’ tuition, capital equipment,participant support costs, and that portion of sub-award agreements over $25,000. The rate memo can be viewed at <https://research.utexas.edu/osp/resources/fa-memo/>.