

## **Budget Justification Guidelines/Template**

Before you start creating your budget justification:

- Make sure the sponsor allows the type of cost you are requesting. For example, some sponsors do not allow tuition costs or equipment, while others will not cover the PI's salary. Federal sponsors will cover most costs as long as they are reasonable and allocable (i.e. costs that were incurred for the benefit of the project and able to be assigned to the project with a high degree of accuracy and consistently treated).
- Follow sponsor proposal instructions as closely as possible, providing the correct level of details requested.
- Organize the budget justification in the same fashion as the budget. This usually would be with Personnel first followed by all non-personnel costs, (OTPC).
- Detail why the item is needed to accomplish the proposed project.
- Check for compliance with University and sponsor policies.
- Verify current rates for tuition, minimum salaries, fringe and indirect costs (IDC).

### **Heading**

Budget Justification and Title of Proposal.

### **Personnel Cost**

Only Stony Brook University employees should be listed in the personnel cost section. List each person by their name, title, the amount of time they will spend working on the project (in person months and % effort), and what they will be trying to accomplish or the work for which they are responsible. Note: Stony Brook Employees cannot be listed as Consultants but can be Collaborators. All Stony Brook University personnel included in any project should have measureable effort listed even if it is going to be cost shared. (See the [OSA Outreach website](#) for exceptions).

Senior Personnel Types: PI, Multiple PI (both should be listed as PI), Co-I or Project Director. You list senior personnel, starting with the PI, Co-Is and then other Sr. Personnel.

Professor/Doctor (PI) list total effort on the project X calendar months/X% effort: will direct all research activities associated with the project, he/she will be responsible for the overall coordination of the project and the supervision of the graduate students and other project personnel, (Additional details as needed).

Or when appropriate for the PI:

The Principal Investigator will be responsible for the overall planning of the projects, defining experimental directions, interpreting data, communicating with collaborators (if any), and reporting project results to the sponsor and scientific community in the form of progress reports, papers and presentations. In addition, the PI will be responsible for mentoring participating student researchers. His/her effort will be XX%.

Similar listings should be included for all senior personnel. Keep in mind that the budget justification should not supplement a team member's bio, but list what their role is and what they are contributing to the project. Also, make sure to list each team member's appointment type when listing effort, such as calendar (CM)/academic (AM)/summer (SM) months.

### **Other Personnel:**

This often refers to Research Associates, Postdoctoral Associates, Graduate Students, Undergraduate Assistants, and Technicians among others. When at all possible list the targeted person by name rather than title and to be hired (TBH). Samples of justification for this type of team member include:

Project Manager: We request XX% effort for Person's Name, Project Manager, who will develop work plans and monitor the daily progress of the project.

Research Associate: Person's Name and function on the project (Coordinator) - will oversee recruitment of subjects and coordinate the administration of all project related procedures. His/her effort is XX% for years X – X of the project.

Postdoctoral Associate: Dr. XX will contribute to the development of project procedures and assist in the interpretation of all data. He/she will also work on and get authorship on all project findings when published in peer reviewed publications. The effort will be XX% for the total project period.

Graduate Student/Research Assistant: Person's Name (PI/Co-I/PostDoc) will assign duties to the graduate student such as maintaining subject database, running test on samples and performing consent on subjects. His/her effort is XX% throughout the project period.

Note:

- Minimum salary allowed for a Postdoctoral Associate is \$47,476\* and a Graduate Student is 26,500\*.
- As per institutional guidelines tuition cost will be charged to the award at a rate of \$5,652\* per student if their effort on this project is over 25%.

After all team members are defined with name, title, task and effort include a statement similar to the following– ***Fringe Benefit costs will be assessed in accordance with our current DHHS approved rate agreement.***

### **Equipment**

Equipment is defined as a single item with a useful life of more than one year and a unit cost of at least \$5,000. In most cases overhead (IDC) is not charged on items that are classified as equipment.

We plan to purchase XXX for XXXX purpose on this project. (If this is a large amount it is recommend to include at least one quote).

**Travel** (both domestic and foreign)

Whenever possible, list “who, what, where and why” the travel is taking place and its’ value to the project.

Domestic Travel: We request support for the PI and XX to attend one industry conference per year to present results and network with peers working on similar projects. Meeting cities are set one year in advance but this conference has taken place in XX and XX in the past. It is estimated that the cost to attend will be \$XXX per person.

Foreign Travel: For an international conference, language similar to the domestic details is suggested but you should also include why this conference is important to the project and advancing your research. If to visit a specific location, list details on why this visit is important to the project moving forward. Always include the estimated cost of the travel.

If visiting project partners, list length and reason for trip and how often you will travel to the site.

The PI will travel to the XXX site for one week each year to meet with partner and review the status of the project. Each trip, including airfare, hotel and other cost will be \$\$\$.

### **Participant Support Cost**

Only use this category as directed by the Funding Announcement.

### **Other Direct Cost**

Many of these cost categories will have their own budget lines, others will need to be written as general others, such as: animal related cost, tuition, and internal core services. This does not mean, they do not need to be justified.

### **Material and Supplies**

You will list consumable items that are needed for the day to day running of the project including lab ware, chemicals and items such as computers, printers and scanners that are below \$5,000 and will be used solely for this project. List as much detail as possible to avoid additional requests during the funding negotiations.

### **Publications**

We request \$\$ to publish at least X peer reviewed articles in well-known publications in years X-X. This cost is based on the publication rate charged in the past and the current industry standards per page.

### **Consultant Services**

This is where the services of non-Stony Brook personnel would be listed if they are being paid by purchase order and not by a contract. You need to list hourly rate, number of hours expected and what task they will be performing on the project. Examples are:

XYZ Consulting will consult with project personnel on an ongoing basis, this may include trips to Stony Brook. Their current rate is \$XX per hour, it is anticipated to perform the

task expected of XYZ it will take XX hours per year in years X-X and XX hours in year X-X. The total cost to this project will not exceed \$XXX.

### Computer Services

If you are using cloud based services, renting storage space on a server or any other computer based service that is not a physical piece of equipment, it would be listed under this heading. You would not list physical items that need to be purchased such as hardware or software here. An example would be:

We will lease/purchase space from a cloud based storage provider to store the images that are produced during this study. Based on past studies of this nature, it is believed that we will need XX gigabytes of space for the duration of the project. Most providers charge \$\$ per gig for a total of \$\$\$.

### Service Agreement/Providers:

A Service Provider is a commercial company that assists applicants, for a fee, they do not preform research related tasks.

Company ABC will process all the blood samples that we collect using their EFG method. We will receive the raw data as well as standard report. They charge \$\$ per batch, 10 samples per batch, of samples. We expect to draw XX samples for a total of XXX batches for a total of \$\$\$ per year.

Members of the project team, most likely the Postdoc and/or Grad Student will travel to a nearby facility to use their XXX System to process samples. They charge \$\$\$ per hour to use this system. We will need XX hours per year 1-4 on this system.

### Subject Payments/Testing/Travel/Parking:

You need to detail costs related to human subjects including; procedure costs if not part of standard of care, compensation, travel costs and parking reimbursement. You should be as detailed as possible listing number of subjects, number of procedures and cost per subject and overall cost.

A total of 250 subjects will be scanned twice during the course of the five year project, this breaks down to 50 subjects per year. Blood work will be taken at each scan. Each scan will cost \$\$\$, with an additional \$\$ to read and analyze. The blood work, with lab cost is \$\$ per draw. A gift card in increasing amounts will be given to each subject for each visit. They will get \$\$ for the evaluation visit, \$\$ for the first scan and \$\$\$ for the second scan and completion of their participation. If the subject completes all of the required tests they will receive a total of \$\$\$\$. Travel will be reimbursed at the federal mileage rate. Parking tickets will be purchased at a discounted rate of \$\$ per stay. Based on these figures each subject will cost \$\$\$ for a total of \$\$\$ for the 50 yearly subjects.

### Space/Equipment Rental:

Explain as needed.

### Sub-Awards:

Although sub-award sites will have their own budgets and justifications you will need to address the cost in your justification as well. A simple statement will be fine:

XXX University years X –X, \$\$ year one, \$\$\$ in total. They will be working on aims X and X. Their current approved IDC rate is XX.X%.

### Animal Cost:

These costs should be broken down by type, amount, housing and testing.

We plan to purchase 75 nude male mice per year. They will be housed for 4 weeks in our state of the art DLAR facilities. When purchased from XXX each mouse is \$\$, housing including cages, food and care is \$\$\$ per day/week. Total cost per year will be \$\$\$.

### Internal Services

There are over 20 Core services offered for a fee on campus, the School of Medicine manages 15 of these cores. You should list the core, what they are going to be doing for you and the yearly charges.

This project will use the following Core services:

Freezer Farm – all remaining blood samples will be de-identified and stored for future use. \$\$ per year.

Genomics – DNA Sequencing for 50 samples for year \$\$\$.

### General Other Cost

Per University policy, tuition payment is required for grant-funded Graduate Student Research Assistants who work during the Academic Year. The current rate is \$5,652\* annually per student.

### **IDC (Indirect cost)**

Indirect cost will be applied as (based on sponsor guidelines) at the current approved rate of 59.5% (as of 4/2019) for research occurring 100% on campus.

If the sponsor is setting the IDC rate, state such and define the rate.

Sponsor policy sets the IDC rate at X% based on (MTDC/TDC/Salary and Wages).

\* Subject to change, please verify before finalizing both your budget and justification.