***Template Version Updated 4/29/2024 (delete before using)***

**BUDGET JUSTIFICATION**

**PERSONNEL**

All named personnel are current Colorado State University (CSU) employees, and the salaries requested are estimated using their current institutional base salaries per CSU policy. All personnel budget calculations include 3% annual adjustments for inflation and merit increases as applicable for each additional year of support following University guidance.

**SENIOR PERSONNEL $**

Dr./Prof. NAME (# month(s); X% FTE summer or calendar year)

Funds are requested for salary for the Principal Investigator in each year of the project. The PI Insert a brief statement about the PI’s role and responsibilities. E.g. will be responsible for the overall coordination of the project, Tasks A, B, and C, dissemination of project results, preparation of annual and final reports, and supervising the graduate students and other project personnel**.**  **Y1: $; Y2: $; Y3: $; Total: $**

Provide similar information for CSU Co-PIs or other Senior/Key Personnel.

**OTHER PERSONNEL $**

Research Scientists/Associates, Postdocs, GRAs, and other CSU personnel who are listed on the budget.

To be named, Post Doctoral Fellow(s) (# month(s); X% FTE)

Funds are requested to support # Postdoc(s). Insert a brief statement about the postdoc(s) role. YR1 base salary $XX,XXX is requested, in line with other like salaries for XXX unit. **Y1: $; Y2: $; Y3: $; Total: $**

TBN Graduate Research Assistant (GRA) (# month(s) at XX% AY and X months at XX% summer)

Funds are requested to support a GRA and are based on the currently approved rates for XXX unit. Insert description of student tasks and research goals as related to the statement of work here. **Y1: $; Y2: $; Y3: $; Total: $**

X number of students/non-student hourlies will work X number of hours for X number of weeks at the rate of $XXX per hour. Insert description of student tasks and research goals as related to the statement of work here. **Y1: $; Y2: $; Y3: $; Total: $**

**FRINGE BENEFITS $**

Fringe benefits are calculated on the requested salary per the University’s federally negotiated Rate Agreement with the Department of Health and Human Services (DHHS). The Fixed rates are as follows: XX% for faculty and administrative professionals; XX% 1st year Post Docs; XX% for graduate research assistants; XX% for student hourly employees; XX% for non-student hourly employees. **Y1: $; Y2: $; Y3: $; Total: $**

If inflation is applied to budget out years: Fringe benefit rates are Fixed for the period 7/1/202X-6/30/202X and estimated thereafter. An inflation rate of 1% has been included in the fringe benefit cost estimation to account for inevitable rate fluctuations that will occur throughout the project period. Inflation is included to provide an accurate estimate of potential fringe benefit costs, just as inflation is estimated for salaries and other direct costs. When salary is charged to the project, the current DHHS-approved rate will be applied.

**NON-PERSONNEL**

**EQUIPMENT (MTDC Exempt)** **Section Total $**

Equipment funds are requested to purchase:

List each piece of capital equipment to be purchased or fabricated for use on the project, specify how the item will be used to support the proposed research activity and include in what year it will be purchased. Provide the cost for each piece of equipment or distinct components if an item is being fabricated and how you arrived at the figure, e.g., “The cost of XX equipment was estimated using a vendor quote. All other equipment costs were estimated using catalog prices.” If the basis of the cost is from a quote, most sponsors do not require the quote to be submitted with the proposal documents but should be attached to the KR PD record under “internal documents” for backup. **Y1: $; Y2: $; Y3: $; Per Item Total: $**

**TRAVEL Section Total $**

**Domestic**

Travel funds are requested for the e.g. Principal Investigator and a graduate student to [purpose tied to project objectives, location, and travel dates if known]. The cost of travel is calculated for # days and includes airfare, lodging, per diem, ground transportation, conference registration, and other. The cost of airfare and ground transportation is based on e.g. estimated costs, prior PI experience, or recent like travel and lodging, and per diem costs are based on rates as established by the GSA for the planned destination. All travel will be in accordance with CSU travel procedures. When the destination is unknown, Washington, DC, can be used as the basis for calculations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost category** | **Rate** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| Airfare | $xxx/person/trip | $ | $ | $ | $ |
| Lodging (# nights) | $xxx/night | $ | $ | $ | $ |
| Meals & incidental expenses (# days) | $XX/day | $ | $ | $ | $ |
| Ground transportation | $xxx/person/trip | $ | $ | $ | $ |
| Conference registration | $xxx/person/trip |  |  |  |  |
| Other | $xxx/person/trip |  |  |  |  |
| Total | | $ | $ | $ | $ |

**International**

Travel funds are requested for the e.g. Principal Investigator and a graduate student to [purpose tied to project objectives, location, and travel dates if known]. The cost of travel is calculated for # days and includes airfare, lodging, per diem, ground transportation, conference registration, and other. The cost of airfare and ground transportation is based on e.g. estimated costs, prior PI experience, or recent like travel and lodging, and per diem costs are based on rates as established by the U.S. Department of State for the planned destination. All travel will be in accordance with CSU travel procedures. When the destination is unknown, a reasonable destination can be used as the basis for calculations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost category** | **Rate** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| Airfare | $xxx/person/trip | $ | $ | $ | $ |
| Lodging (# nights) | $xxx/night | $ | $ | $ | $ |
| Meals & incidental expenses (# days) | $XX/day | $ | $ | $ | $ |
| Ground transportation | $xxx/person/trip | $ | $ | $ | $ |
| Conference Registration | $xxx/person/trip |  |  |  |  |
| Other | $xxx/person/trip |  |  |  |  |
| Total | | $ | $ | $ | $ |

**PARTICIPANT SUPPORT COSTS (MTDC Exempt)**

If applicable, Participant Support Costs include expenses associated with participants in specific program-sponsored conferences and/or workshops. DO NOT include expenses for workshop presenters, honoraria, catered meals, materials and supplies, or CSU employees. Include the number of participants budgeted for, justification for costs, travel expenses, and other associated participant expenses, as applicable. Justification for costs should include a description of the training benefit to participants. **Y1: $; Y2: $; Y3: $; Total: $**

**OTHER DIRECT COSTS** **Section Total $**

For each of the other direct costs items below that are in your budget, briefly detail what the items are to be purchased, the basis for the cost (e.g.: quote, current rates, recent purchase, etc.), and applicability to the proposed project. Make sure you report the items in the same categories as they appear in your prepared budget. For example, if an item appears in the budget under Other Direct Costs, Other, make sure you justify it under “Other” below.

**Materials and Supplies $**

List each type of supply category to be purchased and include descriptive details. For each supply category, provide an accompanying quote or estimated price. When allowable by the sponsor, include a 3% annual inflation increase. Any computer hardware costs should include an explanation stating why the computer is allocable to the project and essential to the objectives.

Examples:

* **Media and Reagents:**  Culture media, broths, antibiotics, and other essential chemicals for bacterial growth and manipulation **Y1: $; Y2: $; Y3: $; Total: $**
* **Plasticware:** Disposable petri dishes, test tubes, centrifuge tubes, and pipettes **Y1: $; Y2: $; Y3: $; Total: $**
* **Safety Supplies:** Gloves, masks, safety glasses, and disinfectant wipes **Y1: $; Y2: $; Y3: $; Total: $**
* **Other Consumables:**  Filters, microscope slides, and staining solutions **Y1: $; Y2: $; Y3: $; Total: $**

**Publication Costs: $**

Publishing costs are expected for publishing research results in the ABC Journal in Years 3-5. e.g. Estimates are based on previous research, the PI’s knowledge, ABC Journal’s standard costs, or recent like publications. Additional justification is required if publications are requested in years 1-2 of the project. **Y1: $; Y2: $; Y3: $; Total:**

**Consultants:** $

Describe anticipated services to be provided by the consultant(s) in relation to the scope of work. Describe the basis of the cost estimate, e.g., $X/ hour, X hours, travel costs, and total estimated costs. **Y1: $; Y2: $; Y3: $; Total:**

**Computer Services:** $

Detailed basis of cost estimate and applicability to the proposed project. This does not include computer hardware purchases. **Y1: $; Y2: $; Y3: $; Total:**

**Consortium/Subaward(s):** **$**

List all subawards and provide a short description of the work to be performed. Detailed subaward costs should be included in the subaward budget justification only.

**Subaward 1: Y1: $; Y2: $; Y3: $; Total:**

**Subaward 2: Y1: $; Y2: $; Y3: $; Total:**

**Other: $** For items that do not fall within the specified Other Direct Cost categories above, itemize in this section and include the basis of the cost estimate. Common items are included below. Add items as necessary.

* Human Subjects Incentives: List the total number of subjects and the amount of the remuneration. **Y1: $; Y2: $; Y3: $; Total:**
* Facility Rental/ User Fees: Detail basis of cost estimate and applicability to the proposed project. **Y1: $; Y2: $; Y3: $; Total:**
* GRA Tuition (MTDC exempt): Graduate student tuition and mandatory fees are requested in accordance with University guidance. The request for tuition and fees is based on resident graduate credit hours and associated mandatory fees. Tuition costs include an 8% increase each year. **Y1: $; Y2: $; Y3: $; Total:**

**INDIRECT COSTS $**

Indirect Costs are charged according to the University’s federally negotiated rate agreement. CSU’s current indirect cost rate for Organized Research [should be changed if Instruction, Other Sponsored Activity, or an Off-Campus Rate is applied] is XX.X% for FY XX and XX% for FY XX/thereafter per HHS agreement dated XX/XX/XX. This agreement allows for an indirect charge to be applied to a Modified Total Direct Cost (MTDC) base, computed by adjusting total direct costs to exclude tuition, equipment, participant support costs, and subawards over $25,000.

**TOTAL PROJECT COSTS**

Y1: $; Y2: $; Y3: $; **Total: $**

**INFLATION RATES**

The Colorado State University’s current budget planning parameters include an annual inflation factor of 3.00% for salaries. Tuition and fees are estimated to increase by 8.00% per year, and other direct costs, such as travel, can be inflated by 3.00% per year.