

Delete header prior to including in your grant application

Budget Justification

A. Senior/Key Personnel

Describe and justify personnel information for each position budgeted by providing a brief description of each individual's responsibility on the project. Including the following information for each position:

- Name
- Degree(s)
- Title
- Time Commitment
- Duties and responsibilities in relation to the project goals and objectives

Examples:

Jane Smith MD, PhD, Principal Investigator (1.2 calendar months/10% effort)

Dr. Smith will be responsible for the overall coordination and supervision of all aspects of the study. This includes hiring, training and supervising staff, recruiting study participants; coordinating treatment and assessment components; scheduling and staff assignments; and data management. In addition, she will conduct the orientation sessions, assist with statistical analyses, and be responsible for reporting the study's findings.

John Doe, PhD, Co-Investigator (2.4 cal months/20% effort)

Dr. Doe will be responsible for the collection and analyses of the blood samples. He will also assist with manuscript preparation.

B. Other Personnel

Peter Paul, PhD, Consultant (No effort committed)

Dr. Paul will provide expertise on genomic testing on an as-needed basis. No salary support is requested.

TBD – Postdoctoral Fellow (12 cal months/100% effort)

This individual will assist in assessments, be responsible for data entry of all treatment-related data and serve as an interventionist.

TBD – Research Assistant (12 cal months/100% effort)

This individual will assist with recruitment, ordering supplies and intervention materials, assessments, collection of data, daily management of study data, and scoring and data entry of assessments.

C. Equipment

Describe and itemize all equipment expenses by budget year. Items are only considered equipment if they have a single purchase cost of \$5,000 or more and have a useful life of more than one year.

D. Travel

For each trip, include the person(s) traveling, dates of travel, purpose of trip as it pertains to the scope of work, location and approximate cost. The approximate cost should include an expense breakdown for registration, hotel, mileage, meals, parking, etc. Indicate the travel and per diem expenses.

E. Participant/Trainee Support Costs

Describe any Tuition/Fees/Health Insurance, Stipends, Travel or Subsistence for participants or trainees. Be sure to itemize each expense per participant and include a total for each category. This category is normally only used for training and conference grants. ***Incentives and travel reimbursement for clinical trial participants should be budgeted under Other Direct Costs and justified separately.***

F. Other Direct Costs

a. Materials and Supplies

Justify the requested dollar amount by listing the items to be purchased and the cost for each (i.e., per unit, per box, per animal etc.) Include how the costs were derived for each category.

b. Publications

List the journal you plan to submit your publication and outline their costs per page, per article, etc.

c. Consultant Services

If consultant services are budgeted, provide the following details: Consultant name; list as "TBD" if not known; Brief description of services to be provided; Basis for the Cost - approximate number of consulting hours and/or days to perform the deliverable that will be contracted for and the hourly/daily rate; and total costs

d. ADP/Computer Services

Describe in detail any computer services (not purchases, those should be included under Materials and Supplies) that will be used and any software/technical commodity you will need and the costs per license. This includes items such as reserving time on supercomputers or getting specialized software to help run your statistics.

e. Subawards/Consortium/Contractual Costs

Identify the Subcontract Principal Investigator and Institution/Company. Provide a brief description of services to be provided; basis of the costs and project years. Include total costs.

f. Equipment or Facility Rental/User Fees

Describe and list rates/cost breakdown. [Identify the lab by full name, try to avoid acronyms] Costs for animal care (not purchase) can be described here.

g. Research Patient Care Costs

Provide the names of any hospitals and/or clinics and the amounts requested for each. If both inpatient and outpatient costs are requested, provide information for each separately. Provide a cost breakdown, number of days, number of patients and costs of tests/treatments. Justify the costs associated.

Budget Justification Template



h. Other

Justify any other expenses included in the budget including participant incentives

Fringe Benefits

Per agreement dated May 18, 2018, the negotiated fringe benefit rates for the University of Mississippi Medical Center are 28.6% for full-time employees and 9.7% for part-time employees and graduate students.

Facilities and Administrative Costs

Per agreement dated May 18, 2018, the negotiated facilities and administrative rate for on-campus research 55% of total modified direct costs (excludes capital equipment, patient care, tuition and subawards in excess of \$25,000).

Other rates may apply if the project is off-campus and/or the project is deemed to be Other Sponsored Activity or Instruction.

Only include information that is applicable to and accurate for your project. This template is for planning purposes only.