

## **SAMPLE BUDGET JUSTIFICATION**

### **1. Senior Personnel**

Jane Doe, Ph.D., the proposed Principal Investigator, will spend 1.2 person months or 15.0% of her academic year time on the project. The \$10,852 requested is 15.0% of her base salary of \$72,347. Summer term support of \$16,278 is requested for 2.0 full person months or 16.67% FTE. The Oakland University academic year is eight months. The summer term is four months. Summer salary requests for academic appointees are limited to 45% of base pay.

John Smith, Ed.D., the proposed Project Director, will spend 30.0% of his time on the project for 12 months. The \$16,500 requested is 30% of his annual salary of \$55,000.

### **2. Other Personnel**

Graduate research assistant cost of \$11,840 is requested to support four students for 4 months at 20 hours per week. The hourly average rate is \$9.25/hour (4 students x 4 months x 80 hour/month x \$9.25/hour = \$11,840). Graduate research assistants will administer phone surveys in Phase I, review patient records, summarize and tabulate data for analysis.

### **3. Fringe Benefits**

Oakland's federally approved fringe benefit rate is 41.3% for full-timer personnel and 7.8% for part-time personnel and faculty summer effort. Fringe benefits include health insurance, retirement, social security, and unemployment. \$5,752 is budgeted for Dr. Doe's fringe benefits at 41.3% academic and 7.8% during the summer term. \$6,815 is budgeted for Dr. Smith's fringe benefits at 41.3%. \$924 Graduate research assistant fringe benefits are budgeted at the part-time rate of 7.8%.

### **4. Travel**

The Association of Pediatric Studies requires participation in an annual conference during the project year. This is budgeted at \$279 and is scheduled in 2011 in Washington, D.C. for two days. \$195 requested is for mileage (\$0.50 per mile per day for approximately 390 miles roundtrip). The per diem rate is \$42 per day, \$84 total per diem.

The second trip is for travel to the National Conference on Delinquency Prevention, location to be determined, for three days. The funds requested are for the PI and PD. The project is requesting total travel of \$2,082 for this trip. \$1,200 for airfare (\$600 per person roundtrip); \$540 for lodging (\$90 per person for three nights); \$90 for ground transportation for three days (\$15/day per person); and \$252 for meals and incidentals (\$42/day per person).

## **5. Other Direct Costs**

Other funds requested include \$500 for postage to mail materials to all partnerships and coalition sites (a total of 25) across the U.S. The materials will be large and will require additional postage. The project will also need to mail announcements to all partnerships and coalitions as well as State Departments of Health (a total of 75 announcements).

\$750 is being requested to cover duplication costs associated with the materials and announcements.

A total of \$1,000 is being requested to cover telephone expenses to all partnerships, coalitions, and State Departments of Health for technical assistance associated with the project, and for the telephone surveys being conducted.

The \$17,296 requested is tuition remission for four graduate research assistants (\$540.50 per credit hour for 8 credit hours per term for one term per student).

## **6. Subaward – University of Dundee**

\$65,000 is requested as a subaward to the University of Dundee. John Allen, Ph.D., will devote 20.0% FTE (2.4 person months) to screen the study group based on the APDOS criteria originally developed by Dr. Allen. Dr. Allen is a recognized expert in the field of adolescent behavior. Salary cost is allocated at \$30,000 with fringe benefits of \$15,000. Lab supplies are budgeted 2,000 and \$18,000 is budgeted for the 6-month facility rental in Dundee, Ireland, for the study group.

## **7. Total Direct Costs**

The total direct costs requested for this project are \$139,366

## **8. Facilities & Administrative (F&A) Costs**

The F&A (indirect) cost rate for Oakland University is 48.0% MTDC (excluding tuition). The total indirect costs being requested are \$70,594.

## **9. Total Direct and Indirect Costs**

The total costs being requested for this project are \$209,960.

# OAKLAND UNIVERSITY PROJECT BUDGET

**Project Title** *Project Sample*  
**Principal Investigator:** *Dr. John Smith*

<b>Begin Date:</b>	<i>January 1, 2011</i>	<b>Total Annual Periods:</b>	<i>1.00</i>	<b>FT Fringe Rate</b>	<b>PT Fringe Rate</b>	[Insert Budget Period]	Cumulative Budget	_____
<b>End Date:</b>	<i>December 31, 2011</i>	<b>Escalation Factor:</b>	<i>3.0%</i>	<i>41.3%</i>	<i>7.8%</i>	<i>1.00</i>		

**A. SENIOR PERSONNEL**

	Academic Salary	Academic FTE	Summer Months	12-Month Salary	Calender FTE		
Principal Investigator - Jane Doe, Professor	<i>72,347</i>	<i>15.0%</i>	<i>2.0</i>			27,130	27,130
Project Director - John Smith, Assoc. Professor				<i>55,000</i>	<i>30.0%</i>	16,500	16,500
<b>2 Key Personnel Salary Subtotal</b>						<b>27,130</b>	<b>43,630</b>

**B. OTHER PERSONNEL**

		# of Positions	Annual Salary	Calender FTE		
1 Post Doctoral Associates					-	-
2 Administrative (AP/ CT) *					-	-
3 Technical (AP/ CT)					-	-
4 Graduate Asst. Stipends	<i>Surveys and tabulation</i>	<i>4.0</i>	<i>2,960</i>	<i>100.0%</i>	11,840	11,840
5 Part-time Hourly Personnel					-	-
6 General Wages					-	-
<b>6 Other Personnel Wages Subtotal</b>					<b>38,970</b>	<b>38,970</b>

**C. FRINGE BENEFITS**

Faculty Academic Yr. Fringes		11,296	11,296
Faculty Summer Fringes		1,270	1,270
Post Doc Fringes		-	-
Administrative Fringes		-	-
Technical Fringes		-	-
Graduate Asst. Fringes		924	924
General Wages & PT Fringes		-	-
<b>Total Fringe Benefits</b>		<b>13,489</b>	<b>13,489</b>
<b>Total Salaries &amp; Fringes</b>		<b>52,459</b>	<b>52,459</b>

**D. EQUIPMENT (> \$5,000)**

1 Description:		-
2 [Insert descriptive text]		-
3 [Insert descriptive text]		-
<b>3 Equipment Subtotal</b>		<b>-</b>

**E. TRAVEL - DOMESTIC**

	Cost per Trip	# of Travelers		
1 Travel - APS, 2011 - D.C.	Per Trip 279.00	1	279	279
2 Travel - NCDP, 2011 - TBD	Per Trip 1,041.00	2	2,082	2,082
<b>Travel Subtotal</b>			<b>2,361</b>	<b>2,361</b>

**F. PARTICIPANT SUPPORT & NIH FELLOWSHIP STIPENDS**

		# of participants		
Stipends	Per participant		-	-
Travel	Per participant		-	-
Subsistence	Per participant		-	-
Other	Per participant		-	-
<b>Total Participant Support Costs</b>			<b>-</b>	<b>-</b>

**G. OTHER DIRECT COSTS**

Research Materials	Description:		-
Publication Costs			-
Other [Describe] *	Description: survey postage, printing, phones, etc.	2,250	2,250
<b>Subawardee Budget Total</b>	Institution: University of Dundee	65,000	65,000

Budget Template - Webpage Example

1	Tuition (Grad level only)	Tuition Per Term	4,324.00	# of Terms	4	17,296	17,296
<b><u>H. TOTAL DIRECT COSTS</u></b>						139,366	139,366
		Exc. Equip and Tuition	TDC	MTDC			
I.	Indirect Cost Rate			48.0%		70,594	70,594
J.	Total amount requested		5211 G.O. Use for federal			209,960	209,960
			5216 G.O. Use for non-federal				
			Amount of F&A Base			147,070	147,070