

*NOTE: Prior to preparing a budget, the Principal Investigator, Research Grants Specialist and/or Grants and Contracts Officer should have read and clarified the requirements of the sponsor guidelines.*

### **Sample Budget Justification**

This is a narrative description of all expenses included in the Budget Form. Funding in the amount of **\$2,500,000** is requested for this three-year project.

#### **SENIOR PERSONNEL**

##### **I.M. Smart, Principal Investigator (PI)**

Dr. Smart, Professor of Chemistry at California State University, Fullerton, will serve as PI for this project. He will provide oversight of project activities, will be responsible for the supervision of all staff and students and oversight of subcontractor's progress, and appropriate disbursement of grant funds. Dr. Smart will coordinate the efforts of the research team, be the liaison between CSUF and subcontractor, and will be responsible for completing and submitting all reports and deliverables to the sponsor. Along with Dr. Brilliant, he will develop all data collection instruments, and will be directly involved in all aspects of data collection and analysis. Funds are requested for two course releases in year 1 (25% effort, academic year), and one course/year in years 2 and 3 (12.5% effort per academic year). Funding is also requested for PI at 50% effort for 2 non-academic (summer months) in years 1 and 2.

An estimated 3% annual salary increment is applied every July 1. If funded, actual salary rates at the time of the project activities are completed will be applied.

#### **OTHER PERSONNEL**

##### **TBD, Graduate Research Assistants (GRA)**

Over the course of the project period two (2) GRAs will be hired. The GRAs will assist in field work and data collection. Each student will work 10 hours per week for 30 weeks, at a rate of \$18/hour.

##### **TBD, Undergraduate Research Assistants (UGRA)**

Over the course of the project period two (2) UGRAs will be hired. The UGRAs will be full-time undergraduate students in their junior or senior year at California State University, Fullerton. The UGRAs will assist in field work and data collection. Each student will work 10 hours per week for 30 weeks, at a rate of \$15.50/hour.

#### **FRINGE BENEFITS**

*(Please contact your OGC Officer for the latest rates)*

Fringe benefits are calculated based on current estimated average rates. If funded, current/actual fringe benefits, payroll and insurance rates will be applied.

Faculty and State employees: Release/reassigned time: 74.21%

Faculty additional compensation (summer or academic overload): 11.15%.

ASC Personnel:

Full-time (F/T), fully-benefitted ASC personnel: 43.15%

Part-time (P/T), partially-benefitted ASC personnel: 34.65%

P/T non-benefitted personnel: 11.15%

Students: 5.50%

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## **TRAVEL**

### *Travel to Disseminate Research Findings*

A key component of the proposed studies dissemination strategy is the presentation of project findings throughout the study period. Funds are requested to cover the cost of the PI to attend one conference in Year 1 <if specify conferences have been identified, provide name of conferences, if possible.> The costs associated with conference attendance include airfare, lodging, registration, and meals and incidentals, and estimated as follows:

- Conference registration = \$225
- Estimated round trip airfare = \$600
- Meals: \$55/day x 5 days
- Lodging: \$175/night x 5 nights
- \$120 ground transportation from home/office to airport to hotel and back
- Incidentals: \$7/day x 5 days

### *Travel to Subcontractor*

In addition to email and phone exchanges, PI will travel to Subcontractor's site to <insert purpose> each year. Funding is requested to cover these visits, estimated as follows:

- Estimated round trip airfare = \$600
- Meals: \$55/day x 5 days
- Lodging: \$175/night x 5 nights
- \$120 ground transportation from home/office to airport to hotel and back
- Incidentals: \$7/day x 5 days

This estimate is based on historical costs (or web quote, conference announcement info, etc.)

## **MATERIALS/SUPPLIES**

### *Electronic items:*

To facilitate data collection and coding the following devices will be procured at lowest price available. The requested devices will allow research staff to enter data electronically as it is collected, without these devices data would have to be hand coded by research staff, incurring additional personnel expenses. Federal funding is requested to purchase the following items necessary for coding and survey collection:

- Two Dell Inspiron 13" 2-in-1 laptops at \$599.99+tax (total \$1,296) to be used by 2 students/researchers for coding video.
- Six Dell Venue Pro 11 tablets (\$379.99+tax) for use by students in the survey collection process. Total = \$2,462.

### *Software and License:*

The proposed project utilizes qualitative as well as quantitative data requiring specialized analytical software: \$2,522 for Five Educational licenses for Atlas TI is requested.

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## **OTHER DIRECT COSTS**

### *Duplication and Printing:*

Year 1: **\$180** to cover costs of printing the survey instrument. We will print 100 letters (@.10 each) and 100 surveys (@.10 each) each month for nine months (April 2022-December 2022).

### *Publication Costs:*

Funds are requested for dissemination of research results, publishing technical papers, and reprints. Calculations are based on historical costs for similar research projects in structure and scale and use an escalation factor of 3% per year to account for expected/anticipated inflation.

OR

**\$500** is requested in Year 3 to produce 125 high-quality reports at an estimated cost of \$4/copy. Reports will be available to any interested parties.

## **CONSULTANTS**

Dr. Soandso will be hired to provide expertise on <describe activity>. To complete this task, Dr. Soandso is expected to devote 100 hours at a rate of \$50 per hour.

## **SUBCONTRACTS/SUBAWARDS**

A Subcontract will be issued to the <the legal name of institution>, under the direction of Dr. U.R. Brilliant. Throughout the proposed research study, Dr. Brilliant will organize field, organize storage and retrieval of data for the research team at <at name of subcontract institution>, work with Dr. Smart to organize collection of pre/post measures, supervise data entry, and help with project reports. Total subcontract costs are estimated as follows:

- Year 1: \$300,000
- Year 2: \$300,000
- Year 3: \$300,000

(Provide detailed breakdown similar to the above, or as instructed in the guidelines)

## **INDIRECT COSTS**

Indirect Costs (or Facilities and Administrative costs) were estimated in accordance with the approved indirect cost rate agreement with the Department of Health and Human Services (DHHS), dated March 18, 2022, the Federal Cognizant Agency for CSUF. The applicable indirect cost rate for the proposed period is 42% of Modified Total Direct Costs (MTDC) <or whatever is applicable>. Indirect costs are calculated based on Modified Total Direct Costs (MTDC) which consists of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract).

A copy of the institution's indirect cost rate agreement can be found at [https://www.fullerton.edu/doresearch/resource\\_library/policies/2020-2025-FARateAgreement.pdf](https://www.fullerton.edu/doresearch/resource_library/policies/2020-2025-FARateAgreement.pdf)