1. Edit and deleted all blue and highlighted text
2. Items not included in your budget can be deleted
3. Reminder to use 11 points or larger. Recommended: black font, using Arial, Georgia, Helvetica, or Palatino Linotype
4. NIH uses the **Co-Investigator** term and not Co-PI unless you are doing a multi-PI project

**BUDGET JUSTIFICATION**

**A. Senior Personnel**

**Principal Investigator**, (Salary for X month(s) at X% effort summer/academic/calendar year is requested for the Principal Investigator in each year of the project. The PI will be responsible for the overall coordination of the project and the supervision of the graduate students and other project personnel. Change and/or insert description of PI role/function here.

**Co-Investigator,** (Salary for X month(s) at X% effort summer/academic/calendar year is requested for the Co- Investigator in each year of the project. The C-I will be responsible X. Change and/or insert description of C-I role/function here.

The fringe rates for faculty on nine month contracts are calculated at 37% during the academic year and 23.65% during the summer. The fringe rate for faculty and staff on 12 month contracts is calculated at 37% of salary.

**B. Other Personnel**

**Graduate Research Assistant (GRA).** Funds are requested to support X GRAs in the Fall/Spring/Summer semester each year. Insert info about duties here.

**Graduate and/or Undergraduate Student Assistant.** X Graduate/Undergraduate student assistants will work X number of hours for X number of weeks at the rate of $X per hour. Insert info about duties here.

GRA fringe is calculated at $368 per month. Graduate and Undergraduate Student Assistant fringe is calculated at 1.45% only during the 2 summer months.

**C. Equipment**

List all capital equipment (tangible items over $5,000) to be purchased or fabricated for use on the project and specify how item will be used to support the proposed research activity. Provide the cost for each individual piece of equipment or distinct components if item is being fabricated and how you arrived at the figure, e.g., “The cost of XX equipment was estimated taking the average cost of XX as provided by three independent vendor quotes. All other equipment costs were estimated using catalog prices.”

 Equipment description 1: $XXX

 Equipment description 2: $XXX

**D. Travel**

**1. Domestic Travel Costs**

Travel funds are requested for the Principal Investigator and a graduate student to [location and dates of travel if known, identify purpose of trip, e.g. to attend XXX conference relating to the research being proposed]. The cost of travel is calculated for # days and includes airfare, lodging, per diem, and ground transportation

**2. Foreign Travel Costs**

Travel funds are requested for the Principal Investigator and a graduate student to [location and dates of travel if known, identify purpose of trip, e.g. to attend XXX conference relating to the research being proposed]. The cost of travel is calculated for # days and includes airfare, lodging, per diem, and ground transportation

**E. Participant Support:** Not applicable

**F. Other Direct Costs**

**1. Materials and Supplies:** e.g. consumables, lab supplies, chemicals, computers, etc. NOTE: Computers must be justified as being essential to the project in order to be an allowable cost on the budget.

**2. Publication Costs:** Detail basis of cost estimate and applicability to proposed project.

**3. Consultant Services:** Describe anticipated services to be provided by the consultant(s). Describe the basis of the cost estimate (e.g. $X/ hour, X hours, travel costs, and total estimated costs).

**4. ADP/Computer Services:** Detail basis of cost estimate and applicability to proposed project.

**5. Subawards/Consortium/Contractual Costs:** 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.

**6. Equipment or Facility Rental/User Fees:** Detail basis of cost estimate and applicability to proposed project.

**7. Alterations and Renovations:** Detail basis of cost estimate and applicability to proposed project.

**8. 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 Payments: List the total number of subjects and the amount of the remuneration.

Conference Registration Fees: List the number of conference registrations (see the travel section in your budget), and the price

**G. Direct Costs**

See budget forms

**H. Indirect Costs**

KSU’s federally negotiated indirect cost rate for on-campus projects is 35.5% of total direct costs excluding capital expenditures (building, individual items of equipment; alterations and renovations), and that portion of each subaward in excess of $25,000.