1. Edit and deleted all blue and highlighted text
2. Items not included in your budget can be deleted
3. Reminder to use Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger; Times New Roman at a font size of 11 points or larger; Computer Modern family of fonts at a font size of 11 points or larger
4. No page numbers for proposals submitted through Research.gov
5. NSF only allows Senior Personnel to budget 2 total months salary. Justification must be provided if more than 2 months salary is requested in this proposal or in combination with all NSF-funded projects

**BUDGET JUSTIFICATION**

**A. Senior Personnel**

**PI Name**,Principal Investigator. 2.0 months summer/AY/CY salary is requested each year. Insert info about duties here.

**Co-PI/Senior Personnel Name**,Co-Principal Investigator. 2.0 months summer/AY/CY salary is requested each year. Insert info about duties here.

A 2% cost of living increase is budgeted in years two and three, consistent with university practices.

**B. Other Personnel**

**Graduate Research Assistant.** Funds are requested to support x graduate students in the Fall/Spring/Summer semester each year. Insert info about duties here.

**Graduate and or Undergraduate Student Assistants.** 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.

**C. Fringe Benefits**

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. 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.

**D. 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

**E. Travel**

**Domestic:** 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. The following line items are estimated based on usual costs for conference travel and are subject to change based on destination and GSA rates at the time of travel:

|  |  |
| --- | --- |
| **PI Conference Travel (per trip)** |  |
| Airfare | $500 |
| Lodging (3 nights) | $600 |
| Per diem (4 days) | $200 |
| Ground Transportation/Parking | $200 |
| **TOTAL PER TRIP** | **$1,500** |

|  |  |
| --- | --- |
| **GRA Conference Travel (per trip)** |  |
| Airfare | $500 |
| Lodging (2 nights) | $400 |
| Per diem (3 days) | $150 |
| Ground Transportation/Parking | $100 |
| **TOTAL PER TRIP** | **$1,150** |

1. **Foreign:**

**F. Participant Support** Describe as necessary if included in the budget. Participant Support Costs include expenses associated with participants in specific program-sponsored conferences and/or workshops. DO NOT include expenses for workshop presenters, catered meals or KSU employees.

1. **Stipends:**
2. **Travel:**
3. **Subsistence:**
4. **Other:**

**G. 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. **Computer (ADPE) Services:** Detail basis of cost estimate and applicability to proposed project.
5. **Subcontracts:** 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. **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].

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

Honorariums: List honorariums that will be paid (how much, how many people, what for?) i.e. for speakers, advisory board members – can not be for KSU faculty

Human Subjects Payments: List the total number of subjects and the amount of the payment.

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

**H. Total Direct Costs**

$$$

**I. 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.

**KSU considers a year to fall between August 1st and July 31st, tracking closely with our academic year.**