**BUDGET JUSTIFICATION: XX UNIVERSITY**

**Overall Tips**

* Ensure justification matches narrative in proposal and numbers are the same as technical budget
* Provide sufficient detail to justify rationale for each line item; costs should be appropriate and reasonable
* Let the research drive the budget, not the other way around.
* No page limit, can use to your advantage.

1. **SECTIONS A AND B: PERSONNEL**

* If some key or other personnel are collaborating but not receivine effort you need to still include them in the budget and describe their contributions.

**A. KEY PERSONNEL** (List all personnel receiving effort)

**NAME** (ROLE, X calendar months; % effort, years X-Z).

Brief Description of Investigator, Role, Responsibilities, details of any variations in effort.

**NAME (include similar paragraph as above for each Key Personnel)**

**B. OTHER PERSONNEL**

**NAME** (ROLE, X months; % effort, years X-Z).

Brief Description of Investigator, Role, Responsibilities, details of any variations in effort.

1. **SECTIONS C, D, AND E**

**C. EQUIPMENT**

Details of equipment, how will be used in project, describe why essential for the work, and whether it will be used 100% for the project. If < 100% make clear what portion of the equipment is being covered by this proposal.

* Include shipping and maintenance costs.

**D. TRAVEL**

Give breakdown of costs by airfare, lodging, per diem and any other costs. Include days of travel. Discuss important of travel for the research. Provide reasonable costs estimates.

* Needs good justification, detail who is traveling and why

**E. PARTICIPANT/TRAINEE COSTS**

If not applicablce can state that. If applicable provide details on incentives provided for participants such as how much per visit and how much total if complete all study activities. Can also mention form of incentive (cash, gift card, etc.,)

1. **SECTIONS F-L**

**F. OTHER DIRECT COSTS** (includes materials and supplies)

**F.1 Materials and Supplies**

* Include enough to support rigorous experimental design, authentication of key resources

**F.2 Publication Costs**

* Dissemination of results is expected; estimate # of pubs per year and to what journals

**F.3 Consultant Services**

* Include fees, travel, per diem and other costs – can be $$

**F.4 ADP/Computer Services**

**F.5 Subawards/Consortium/Contractual Costs (international partner for TRAC-G)**

**F.6 Equipment or Facility Rental/User Fees**

* In some cases may be better option than buying equipment

**F.7 Alterations or Renovations**

* Generally considered to be responsibility of institution

**F.8 Other costs**

* Can include Animal or Patient Care costs, IRB costs

**G. DIRECT COSTS**

**H. INDIRECT COSTS**

No indirect costs are allowable for US Sites for Emory/Georgia TRAC Pilot grants.

**I. TOTAL DIRECT AND INDIRECT COSTS**