Budget Justification

PERSONNEL

Senior Personnel
(____) calendar month(s) of salary is/are requested for the Principal Investigator in each year of the project and are calculated on the current rate. The PI will be responsible for the overall coordination of the project and the supervision of the graduate students and other project personnel.

[Here – if it makes sense – you could insert what you will specifically be doing with the allocated time.]

Fringe Benefits
The University of California, Santa Cruz charges academic fringe benefits at the rate of 13.5% on faculty summer salary and a salary escalation factor of 3% per year.

Postdoctoral Associates
Funds are requested for one full-time postdoctoral associate for the duration of the project. The postdoc will ...

Graduate Students
Funds are requested for one full-time graduate student for the duration of the project. The graduate student will …. [state what the graduate student will work on … as specifically as possible, so that the reviewers know you have a plan for the GSR and get a sense for what the GSR will learn].

The student academic year benefits rate is 2.5% and the summer rate is 3%. The escalation factor for graduate student researchers is 3% per year.

Other Personnel
Other personnel can be listed by project role. If multiple people share the same role such as “lab technician,” indicate the number of personnel to the left of the role description, add their person months together, and add their requested salaries together. The salaries of secretarial/clerical staff should normally be treated as F&A costs. Direct charging of these costs may be appropriate where a major project or activity explicitly budgets for administrative or clerical services and individuals involved can be specifically identified with the project or activity. Be specific in your budget justifications when describing other personnel’s roles and responsibilities.

EQUIPMENT
Equipment funds are requested in year one to purchase: [List all equipment to be purchased for use on the project and provide the cost for each individual piece of equipment or distinct component.]

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ</td>
<td>$65,000</td>
</tr>
<tr>
<td>ZYX</td>
<td>7,400</td>
</tr>
</tbody>
</table>

Total equipment requested: $72,400

[Each individual equipment item or total of all components must cost at least $5,000 and have a useable life of more than one year.]
TRAVEL
Travel funds are requested for the Principal Investigator and a graduate student(s) to attend [XXXXX] conference relating to the research being proposed.

<table>
<thead>
<tr>
<th>Lodging</th>
<th>Per Diem</th>
<th>No. of Days</th>
<th>Subtotal</th>
<th>Airfare</th>
<th>No. of Travelers</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$95.00</td>
<td>$59.00</td>
<td>4</td>
<td>$616.00</td>
<td>$750</td>
<td>3</td>
<td>$4,098.00</td>
</tr>
</tbody>
</table>

[Identify and justify foreign travel separately, naming the conference to be attended, dates, and attendees. Be sure to spell out all conference names. Do not use acronyms or abbreviations.]

OTHER DIRECT COSTS
Other Direct Costs may include some or all of the expense categories below:

- **Materials and supplies** [Identify general categories of other project-specific supply items, for example molecular biology supplies, histology supplies, microscopy supplies, software programs and licenses, CDs, research material, etc. Categories that include costs less than $1,000 do not have to be itemized.]

- **Publication costs**: include funds requested for the publication of the results and the preparation of presentations and posters.

- **Computer services**: list a prorated share of the cost of operating and maintaining shared departmental research facilities. The rate charged is established by approved department and university procedures which require annual recalculation to ensure that the rate recovers only the actual operating costs. This fee provides for project-specific use of a variety of high performance computers, networking operations, copying, printing, and computer facilities support.

- **Other Costs**: generally for services rather than items - miscellaneous project specific costs such as honoraria, long distance phone charges, express mail charges, maintenance contract fees, payments to human subjects involved in the research, and other costs that do not fit in categories mentioned above.

Indirect Costs
The University of California, Santa Cruz currently uses a negotiated rate of 52.5% on direct costs excluding student fees and tuition. This ICR will increase by half a percent each year to a maximum of 54%. 