**USE DEPARTMENTAL LETTERHEAD**

**Budget Justification**[Project Title]   
[Project Period]

1. **SENIOR/KEY PERSONNEL: $XXXX**
   1. **Principal Investigator:** Name and position from the Department at Utah State University will receive XX months of support for years of the project. The salary will increase 3% each year to adjust for inflation. Name has experience with related work and knowledge of research areas and will be responsible for project tasks.  
      Year 1 = $XXXX; Year 2 = $XXXX
   2. **Co-Investigator:** Name and position from the Department at Utah State University will receive XX months of support for years of the project. The salary will increase 3% each year to adjust for inflation. Name has experience with related work and knowledge of research areas and will be responsible for project tasks.  
      Year 1 = $XXXX; Year 2 = $XXXX
   3. **Key Person:** Name and position from the Department at Utah State University will receive XX months of support for years of the project. The salary will increase 3% each year to adjust for inflation. Name has experience with related work and knowledge of research areas and will be responsible for project tasks.  
      Year 1 = $XXXX; Year 2 = $XXXX
2. **OTHER PERSONNEL: $XXXX**
   1. **Post-Doctoral Researcher:** Funds are requested for one post-doctoral researcher (to be named) for XX months for years of the project. The post-doctoral researcher will be responsible for explanation.  
      Year 1 = $XXXX; Year 2 = $XXXX
   2. **Other Professionals:** Funds are requested for one position title (to be named) for XX months for years of the project. The salary will increase 3% each year to adjust for inflation. The position title will be responsible for explanation.  
      Year 1 = $XXXX; Year 2 = $XXXX
   3. **Graduate Assistant:** Funds are requested for one graduate research assistant (to be named) for XX months for years of the project. The graduate assistant will be responsible for explanation.  
      Year 1 = $XXXX; Year 2 = $XXXX
   4. **Undergraduate Assistant:** Funds are requested for one undergraduate research assistant (to be named) for XX months for years of the project. The undergraduate assistant will be responsible for explanation.  
      Year 1 = $XXXX; Year 2 = $XXXX
3. **FRINGE BENEFITS: $XXXX**

Fringe benefits for salaried personnel are included at a 45% benefit rate in the first year of the project. Fringe benefits for graduate and undergraduate students are included at 7.6% during summer months and 0.4% during academic months. Benefits increase 3% each year to compensate for inflation.   
Year 1 = $XXXX at a rate of X.X%; Year 2 = $XXXX at a rate of X.X%

1. **EQUIPMENT: $XXXX**

Funds are requested in year XX to purchase equipment from company at a cost of $XXXX to be used for explanation.  
Year 1: $XXXX; Year 2: $XXXX

1. **TRAVEL COSTS: $XXXX**
2. **Domestic Travel: $XXXX**Funds are requested in year XX for domestic travel to location for explanation. Costs will include airfare, car rental or taxi fares, lodging and subsistence per diem using the university’s established rates.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Destination** | **Travelers** | **Conference Fees** | **Airfare** | **Per Diem** | **Lodging per night** | **Days** | **Total** |
| XYZ Conference, San Diego, CA | X | $XX | $XX | X | $XX | X | $XX |
|  |  |  |  |  |  |  |  |

1. **International Travel: $XXXX**Funds are requested in year XX for international travel to location for explanation. Costs will include airfare, car rental or taxi fares, lodging, and subsistence per diem using the university’s established rates.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Destination** | **Travelers** | **Conference Fees** | **Airfare** | **Per Diem** | **Lodging per night** | **Days** | **Total** |
| XYZ Conference, San Diego, CA | X | $XX | $XX | X | $XX | X | $XX |
|  |  |  |  |  |  |  |  |

1. **PARTICIPANT SUPPORT: $XXXX**

Funds are requested in year XX to cover a stipend of $XX, $XX for travel, $XX for subsistence per diem, and $XX for other items (e.g. registration fees, souvenirs, incentives) for XX participants to participate in explanation.  
Year 1: $XXXX; Year 2: $XXXX

1. **OTHER DIRECT COSTS: $XXXX**
   1. **Materials and Supplies: $XXXX**Funds are requested in year XX to purchase supplies to be used for explanation.  
      Year 1: $XXXX; Year 2: $XXXX
   2. **Publication/Documentation/Dissemination: $XXXX**Funds are requested in year XX for publication and dissemination of project results through a credible journal relevant to the project field.

Year 1: $XXXX; Year 2: $XXXX

* 1. **Consultant Services: $XXXX**   
     Funds are requested in year XX to fund the services of consultant name to perform explanation of services.  
     Year 1: $XXXX; Year 2: $XXXX
  2. **Computer Services: $XXXX**   
     Funds are requested in year XX to purchase computers or software to perform explanation of services.  
     Year 1: $XXXX; Year 2: $XXXX
  3. **Subawards: $XXXX**Funds are requested for a subaward to institution/organization in the amount of $XX for XX years. Collaborator’s name will be involved in explanation. Year 1: $XXXX; Year 2: $XXXX
  4. **Other:** 
     1. **Student Health Insurance: $XXXX**In compliance with USU College of Agriculture and Applied Sciences policies, funds are requested to cover student health insurance premiums (starting at $XX with an 8% inflationary factor) for each graduate research assistant for years XX and XX.Year 1: $XXXX; Year 2: $XXXX
     2. **Student Tuition & Fees: $XXXX**In compliance with USU College of Agriculture and Applied Sciences policies, funds are requested to cover graduate tuition and fees ($XX for 6 credits per semester with a 5% inflationary factor) for each graduate research assistant for years XX and XX.Year 1: $XXXX; Year 2: $XXXX

1. **TOTAL DIRECT COSTS: $XXXX**

Year 1: $XXXX; Year 2: $XXXX

1. **INDIRECT COSTS: $XXXX**

Indirect costs are calculated based on the applicable federally negotiated F&A rate of 46% of the Modified Total Direct Costs (MTDC).   
Year 1: $XXXX; Year 2: $XXXX

1. **TOTAL DIRECT AND INDIRECT COSTS: $XXXX**

Year 1: $XXXX; Year 2: $XXXX