**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 has a 9 or 12-month base salary of $XXXX with a XX% fringe benefit rate. Funds are requested for XX calendar/academic/summer months of support for years of the project. Salary and fringe benefits 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 has a 9 or 12-month base salary of $XXXX with a XX% fringe benefit rate. Funds are requested for XX calendar/academic/summer 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 has a 9/12-month base salary of $XXXX with a XX% fringe benefit rate. Funds are requested for calendar/academic/summer 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. **Other Professionals:** Support for one position title (to be named) is requested for XX calendar months for years of the project at a base salary of $XX with a XX% fringe benefit rate. 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
   2. **Post-Doctoral Researcher:** Support for one post-doctoral researcher (to be named) is requested for XX calendar months for years of the project at a base salary of $XX with a XX% fringe benefit rate. The post-doctoral researcher will be responsible for explanation.  
      Year 1 = $XXXX; Year 2 = $XXXX
   3. **Graduate Assistant:** Support forone graduate research assistant (to be named) is requested for XX academic/summer months for years of the project at a base salary of $XX with a XX% fringe benefit rate during academic months and XX% during summer months. The graduate assistant will be responsible for explanation.  
      Year 1 = $XXXX; Year 2 = $XXXX
   4. **Undergraduate Assistant:** Support for one undergraduate research assistant (to be named) is requested for XX academic/summer months for years of the project at a wage of $XX with a XX% fringe benefit rate during academic months and XX% during summer months. The undergraduate assistant will be responsible for explanation.  
      Year 1 = $XXXX; Year 2 = $XXXX
3. **Equipment Costs: $XXXX**

Funds are requested in year XX to purchase equipment at a cost of $XX 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. **Foreign 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.

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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. **Participant/Trainee Support Costs: $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 costs: $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
   3. **Consultant Services: $XXXX**   
      Funds are requested in year XX to fund the services of consultant name. The consultant will perform explanation of services for XX days at a rate of $XX. Associated travel costs are included at $XX.  
      Year 1: $XXXX; Year 2: $XXXX
   4. **ADP/Computer Services: $XXXX**Funds are requested in year XX to purchase an annual subscription/license for the use of software to support explanation.  
      Year 1: $XXXX; Year 2: $XXXX
   5. **Subawards/Consortium/Contractual Costs: $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
   6. **Equipment or Facility Rental/User Fees: $XXXX**Funds are requested in year XX to rent description.   
      Year 1: $XXXX; Year 2: $XXXX
   7. **Alterations and Renovations (A&R): $XXXX**Funds are requested in year XX to fund description of renovations. These renovations are necessary to support explanation.  
      Year 1: $XXXX; Year 2: $XXXX
   8. **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 an 8% inflationary factor) for each graduate research assistant for years XX and XX.Year 1: $XXXX; Year 2: $XXXX
   9. **Student Health Insurance: $XXXX**In compliance with USU College of Agriculture and Applied Sciences policies, funds are requested to cover student health insurance premiums ($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
2. **Direct Costs: $XXXX**

Year 1: $XXXX; Year 2: $XXXX

1. **Indirect Costs: $XXXX**

Indirect costs are calculated at the USDA allowed rate of 30% of Total Federal Funds Awarded including indirect costs within each subaward.  
Year 1: $XXXX; Year 2: $XXXX

1. **Total Direct and Indirect Costs: $XXXX**

Year 1: $XXXX; Year 2: $XXXX