**2024 Budget Justification Template**

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| **Please use the template below to prepare your budget justification. Please delete this instruction page before submitting your narrative.*** Complete the identifying information below this instruction list.
* For each budget line in the attached Budget Excel file, please provide justification and explain how the amount was determined.
* For each budgeted person in the Salaries and Wages category, please include base annual salary and Full Time Equivalent (FTE) information.
* Include travel funds for the PI (and up to one additional researcher) to attend the RIDGE Outcomes Conference in Washington DC in October 2025.
* Note “N/A” for “Not Applicable” for any category or budget line that is not relevant to your application.
* Statutory Authority 7 U.S.C. 3310 limits indirect costs to **28.2%** on **direct** costs or **22%** of the **total** federal funds requested. We encourage lower rates if possible.
* Proposals with budgets exceeding the funding maximum, inclusive of indirect costs, will not be accepted. Funding maximums vary by type of award and are described in detail in the Request for Proposals.
* Use 12-point font and black type throughout the document. Do not adjust the margins or font style/size of this template.
* No hardcopy materials will be accepted as part of your online submission.
* Save your final document in Word or PDF format and upload to the Budget Justification section of the online system.
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**Project Title:**

**Principal Investigator:**

**Organization:**

A. Salaries and Wages

B. Fringe Benefits (If charged as Direct Costs)

D. Nonexpendable Equipment

E. Materials and Supplies

F. Travel

G. Publication Costs/Page Charges

H. Computer (ADPE) Costs

I. All Other Direct Costs

K. Indirect Costs