**Budget Justification Template**

Institution Name:

Project Title:

PI Name:

Proposed Project Duration (total number of months):

**Senior Personnel**

Total Request:

Named Personnel & Requested Salary for each:

**Other Personnel / Professionals**

Total Request:

Named Personnel & Requested Salary for each:

**Fringe Benefits**

Total Request:

Named Personnel & Requested Fringe for each:

**Equipment Usage (if applicable)**

Total Request:

Justification:

**Travel**

Total Request:

Justification:

**Materials and Supplies**

Total Request:

Justification:

**Other Direct Costs**

Total Request:

Justification:

**Total Direct Costs:**

**Total Indirect Costs (*calculated at 8%):***

**Total Project Requested Budget:**