Budget Justification

Personnel
1. (PI Name), Principal Investigator, (amount of support/# of months/% of effort). Then write a description of what you will be doing on the project.
   <u>Example</u>: Name, Principal Investigator (1 month summer salary): The PI has overall responsibility for the proposed project, including the design and conduct of experiments, analysis of data, preparation of manuscripts, reports, and presentations.
2. (Name), Co-PI, (amount of support/# of months/% of effort). Write a description of what s/he will be doing on the project.
   <u>Example</u>: Name, Co-PI (10% support): The Co-PI will assist the PI in all activities and will personally conduct all experiments described in Objective 2.
3. TBD (or name if you know it), Post Doc, (12 Calendar months). Here you will want to write a description of what your postdoc will be doing on the project.
4. TBD (or name if you know it), technician (listed in "other professionals" category on you budget spreadsheet) (12 Calendar months, 50% support). Here you will want to write a description of what the technician or any other professional personnel will be doing on the project.
5. TBD, Graduate Student (12 Calendar months). Here you will want to write a description of what your RA will be doing on the project.
6. TBD, Undergraduate Student. (~70 hours per semester at $15 per hour). Here you will want to write a description of what your undergraduate student(s) will be doing on the project. If you plan on more than 1 student – please designate number.

Fringe Benefits
Fringe benefit rates used for proposal purposes represent an average at a given point in time considered sufficient for estimation purposes. New Mexico Tech uses actual fringe benefits from the payroll system for the purpose of charging awards.

Equipment
$... (amount) is requested for equipment in year 1 to fund….Here you will want to describe the equipment you will be purchasing and why it's necessary.

Travel
$... (amount) in travel expenses per year is requested for …. Here you will want to describe why, where, who (you/students) will be going with the travel expenses - List the names of the travelers, destination, and purpose of the trip. Include transportation costs, registration fees, hotel, meals and Incidental Expenses (M&E), and other related costs. If travel is being proposed at Federal Rates explicitly state that in the budget justification. https://www.gsa.gov/portal/content/104877
You may also use the State of New Mexico travel rates https://www.perdiem101.com/conus/2020/new-mexico
Example: Funds are requested for the PI and two graduate students to travel to Ann Arbor, Michigan to meet with collaborators twice a year during the first year of the

project and for the PI and one graduate student travel to meet with collaborators twice a year during the second and third years. These meetings involve discussing future goals and objectives, assigning specific research experiments for the next period, and sharing the accomplishments of the past periods. Travel is requested at the Federal travel rates.

Participant Costs
$... (amount) in participant costs per year is requested for ….
Here you will describe funds requested for participant stipends, travel, and subsistence. This category is not used for student tuition. This category will be used if you are doing something like a summer program and providing housing, meals, and stipends to people participating. Anyone working on the program will not be in this category.

Other Direct Costs

Materials and Supplies: $... (amount) is requested for Materials and Supplies
Here you will want to list what materials and supplies you will be purchasing, and your best guess on how much each will cost. Just make sure it adds up to amount requested

Publication Costs: $... (amount) is requested for publication charges for….
Here you will want to describe what you will be using the publication charges for.

Consultant Services: $... (amount) is requested for consultant services for….
Here you will want to describe what you will be using the consultants for. This is where you will put a program evaluator if you have one.

Computer Services: $... (amount) is requested for computer services for….
Here you will want to describe support for system upgrades, system backups, email and web support, hardware and software. Assistance from NMT's Information Services Department is billed at a rate of $50 per hour.

Subcontracts: $... (amount) is requested for subcontracts.
If you have subcontracts to other universities or organizations, give the total amount of each and short description of what they will do for the program.

Indirect Costs
The FY 2020 overhead rates negotiated with and approved by the Office of Naval Research in accordance with 2 CFR 200 is 31.2% for on-campus research on a Modified Total Direct Costs basis that excludes capital equipment, participant support cost, and that portion of sub-award agreements over $25,000. A total of $... (amount) For indirect costs is requested.

Remove any cost category you are not requesting.

Please check with a Sponsored Projects research accountant if you:
- Need to know monthly salaries and actual fringe benefit rates.
- Are hiring a post-doc
- Anticipate the purchase of equipment (an article of non-expendable tangible personal property that has an acquisition cost that equals or exceeds $5,000)
- Intend to fabricate equipment
- Propose participant support for non-NMT participants
- Are proposing subawards (to others making an intellectual contribution to the award who may be included as authors on publications and who are subject to the same compliance requirements as NMT)
- Need to know the correct current overhead rates
- Need to know the correct current fringe benefit rates
- Are required to provide cost sharing or matching funds
- If you have ANY questions or concerns about budgeting

Sponsored Projects is located in Wells Hall, downstairs. The phone number for the front desk is extension 5800.

Contact Sponsored Projects as soon as you get a solicitation or Request for Proposal that you want to respond to. They will look at the requirements in the RFP (such as cost share, overhead waivers, documentation such as W-9, HSI letter, etc.) They will also help you build your budget.