

# Budget Justification Narrative

## I. Personnel

Project Director (John Doe), 0.50 FTE

Salary: \$45,000

Responsibilities: Oversees all project activities, supervises staff, and ensures timely completion of objectives.

Research Assistant (Jane Smith), 1.00 FTE

Salary: \$30,000

Responsibilities: Conducts data collection, assists in report preparation, and communicates with stakeholders.

## II. Fringe Benefits

Fringe benefits are calculated at 25% of total personnel costs: \$18,750. This includes health insurance, payroll taxes, and retirement contributions.

## III. Travel

In-state travel for meetings and conferences: \$3,000

Includes transportation, lodging, and meals for required project-related activities.

## IV. Equipment

No equipment purchases are budgeted. All necessary equipment is already available to the project team.

## V. Supplies

Office supplies and software needed for project execution: \$2,000.

Includes paper, printer cartridges, and project management tools.

## VI. Contractual

Consultant Services: \$5,000

External evaluator to assess project outcomes and deliver a final report.

## VII. Other

Printing and dissemination of project results: \$1,000.

Includes production of reports and outreach materials.

## VIII. Indirect Costs

Indirect costs calculated at 10% of total direct costs: \$10,080.

## **Total Budget Requested: \$114,830**

### **Important Notes:**

- Budget justifications should clearly explain the need and rationale for each cost item.

- All costs must align with project goals and comply with funding agency guidelines.
- Personnel time and rates should be supported by institutional documentation.
- Be specific and detailed; avoid lump sums or vague descriptions.
- Regularly review and update the justification to reflect project or funding changes.