

# Personnel Cost Budget Justification Template

## Project Title:

Sample Research Project

## Principal Investigator:

Dr. Jane Doe

## Budget Period:

01 January 2024 – 31 December 2024

## Personnel Cost Breakdown

Personnel	Role/Title	Base Salary	% Effort	Months	Salary Requested	Fringe Rate	Fringe Amount	Total Cost
Jane Doe	Principal Investigator	\$100,000	25%	12	\$25,000	25%	\$6,250	\$31,250
John Smith	Research Assistant	\$50,000	50%	12	\$25,000	20%	\$5,000	\$30,000
Emily Johnson	Lab Technician	\$40,000	100%	6	\$20,000	18%	\$3,600	\$23,600

## Justification

The personnel listed above are essential for the successful completion of the project objectives. Dr. Jane Doe will provide overall scientific oversight and management (25% effort). John Smith, as a research assistant (50% effort), will conduct experiments and data analysis. Emily Johnson will support laboratory operations and routine experimental work during the first six months of the project.

## Fringe Benefit Explanation

Fringe benefit rates are based on institutional policy and include health insurance, retirement contributions, and other standard employee benefits.

## Summary of Personnel Costs

Total Salary Requested	Total Fringe	Grand Total
\$70,000	\$14,850	\$84,850

## Important Notes

- Ensure all salary and fringe benefit calculations follow institutional and sponsor guidelines.
- Provide clear justification for each personnel's role and requested effort.
- Include only personnel directly contributing to project activities.
- Update salary and fringe rates annually, as required by your institution.
- Keep supporting documentation for all figures in case of audit or review.