

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.