

Standard Budget Justification Template

Project Title: _____

Project/Program Manager: _____

Funding Period: _____

Date: _____

1. Summary Budget Table

Category	Requested Amount (\$)	Other Funding (\$)	Total (\$)
Personnel			
Fringe Benefits			
Equipment			
Supplies			
Travel			
Contractual			
Other			
Total			

2. Budget Justification Details

Personnel

- **Name/Role:** _____
- **Salary/Wage:** _____
- **Effort (months or %):** _____
- **Justification:**

Describe the need for this personnel in relation to the project.

Fringe Benefits

- **Rate (%):** _____
- **Justification:**

Explain the applied fringe rate and institution policy, if applicable.

Equipment

- **Description:** _____
- **Cost:** _____
- **Justification:**

Explain why this equipment is essential for the project and why it cannot be provided by the institution.

Supplies

- **Description:** _____
- **Cost:** _____
- **Justification:**

Specify the types of supplies needed and why they are necessary for the scope of work.

Travel

- **Purpose:** _____
- **Destination(s):** _____
- **Cost Estimate:** _____
- **Justification:** _____

Provide details for project-related travel, including conferences, field work, and meetings.

Contractual

- **Subawardee/Consultant:** _____
- **Amount:** _____
- **Justification:** _____

Describe services to be provided, rate of compensation, and necessity to the project.

Other Costs

- **Description:** _____
- **Cost:** _____
- **Justification:** _____

Explain cost and why it is necessary for the completion of the project.

Important Notes:

- Provide clear, concise justifications for each budget item—link them directly to project objectives.
- Ensure all cost estimates are based on accurate, up-to-date information and institutional policy.
- Consult funding agency guidelines to include only allowable costs.
- Be transparent and thorough; incomplete justifications may delay approval.
- Edit sections as needed to reflect your specific project and organizational requirements.