

# Subaward Budget Justification Outline

**Project Title:**

**Subrecipient Organization:**

**Principal Investigator/Project Director:**

**Period of Performance:**

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## I. Personnel

- Names, roles, and responsibilities of key personnel
- Effort devoted (in % FTE or calendar months)
- Bases for salary rates and fringe benefits

## II. Equipment

- Description of equipment to be purchased
- Purpose and how it supports the project
- Cost estimates

## III. Materials and Supplies

- Types of supplies needed
- Justification for quantities and necessity
- Estimated costs

## IV. Travel

- Purpose and destination of travel
- Number of travelers and duration
- Cost breakdown (e.g., airfare, lodging, per diem)

## V. Other Direct Costs

- Consultants, participant costs, publication fees, etc.
- Justification for each expense category

## VI. Indirect Costs (F&A)

- Institution's approved indirect cost rate
- Base and calculation for indirect costs

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## Important Notes:

- Budget justification must align with the scope of work and proposed budget.
- Include sufficient detail to demonstrate necessity and reasonableness of costs.

- Ensure compliance with sponsor and institutional policies.
- All cost-sharing commitments must be clearly identified and justified.
- Update and review the justification before each submission or amendment.