

# Supplies and Materials Budget Justification Template

**Project Title:**

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**Principal Investigator/Requester:**

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**Period Covered:**

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## Budget Summary Table

Item Description	Unit Cost	Quantity	Total Cost	Justification
Laboratory Glassware	\$10.00	50	\$500.00	Essential for sample preparation and analysis.
Printer Paper (Ream)	\$4.50	20	\$90.00	Needed for printing study materials and reports.
Chemical Reagents Kit	\$120.00	3	\$360.00	Required for conducting proposed experiments.
<b>Total</b>			<b>\$950.00</b>	

## Detailed Justification

**Laboratory Glassware:** Necessary for preparing, analyzing, and storing samples as required throughout the duration of the project. Quantities are based on the anticipated frequency of experiments.

**Printer Paper:** To be used for printing training materials, consent forms, documentation, and project reports.

**Chemical Reagents Kit:** Includes chemicals specific to the experiments outlined in the proposal. The quantity reflects the number of repetitions needed to obtain statistically significant results.

## Important Notes:

- Include only items essential for the completion of the project or activity.
- Provide clear and concise justifications for each item listed.
- Ensure estimated costs are current and based on verifiable sources.
- Attach supporting documentation or vendor quotes if required by the funding agency.
- Review guidelines to align with sponsor or institutional requirements.

