**University of North Dakota
Enter Project Name Here
Budget Justification**

**Personnel:**

***Key Personnel***

**Name, Degree - Principal Investigator - 0% FTE**

Explain what this employee will do during this project. Focus on responsibilities, coordination duties, and specialties. The total salary amount requested equals $0.00.

**Name, Degree – Project Role - 0% FTE**

Explain what this employee will do during this project. Focus on responsibilities, coordination duties, and specialties. The total salary amount requested equals $0.00.

***Other Personnel***

**Name, Degree – Postdoctoral Associate - 0% FTE**

Explain what this employee will do during this project. Focus on responsibilities, coordination duties, and specialties. The total salary amount requested equals $0.00.

**Name, Degree - Graduate Student - 0% FTE**

Explain what this employee will do during this project. Focus on responsibilities, coordination duties, and specialties. The total salary amount requested equals $0.00.

**Name - Undergraduate Student - 0% FTE**

Explain what this employee will do during this project. Focus on responsibilities, coordination duties, and specialties. The total salary amount requested equals $0.00.

**Name, Degree – Secretarial/Clerical - 0% FTE**

Explain what this employee will do during this project. Focus on responsibilities, coordination duties, and specialties. The total salary amount requested equals $0.00.

 *Note: For a Secretary/Clerical/Administrative role on a sponsored project there must be specific justification to demonstrate a major project or extraordinary service.*

**Fringe Benefits:**

Amounts shown for fringe benefits are estimates determined by historical data and are provided for proposal evaluation purposes only. Actual fringe benefit costs will be charged the project according to each employee’s actual benefits.The total fringe benefit amount requested equals $0.00.

**Total Personnel/Fringe Benefit Costs $0.00**

**Equipment:**

Major equipment is defined as property owned by the University of North Dakota with a value >/= $5,000, which has a useful life of more than one year. Explain in detail the estimated expenses which fall in this category, why they are required for this project, as well as the estimated cost for each piece of equipment. Some of these expenses may include:

Office Equipment >/= $5,000 per piece Computer Equipment >/= $5,000 per piece

IT Equipment >/= $5,000 per piece Other Equipment >/= $5,000 per piece

**Total Equipment Costs $0.00**

**Subcontracts:**

Explain in detail the proposed subcontractors required to complete your project. Talk about why these particular subcontractors are required for this project, as well as the estimated cost for each subcontractor. Keep in mind that you will need the following documents from each subcontractor before this proposal can be submitted by UND:

1. Commitment Letter with Authorized Signature
2. Scope of Work
3. Budget
4. Budget Justification
5. Any other agency required forms

**Total Subcontract Costs $0.00**

Domestic and Foreign Travel

Travel is estimated on the basis of UND travel policies. Explain in detail the estimated expenses which fall in this category, why they are required for this project, as well as the estimated cost for each. Some of these expenses may include:

Registration Fees Air Transportation Lodging Meals

Vehicle Mileage Motor/Aircraft Pool

The total amount requested equals $0.00

 *Note: Foreign travel must be requested and justified to become allowable.*

Supplies and Materials/IT Software

Explain in detail the estimated expenses which fall in this category, why they are required for this project, as well as the estimated cost for each. Some of these expenses may include:

Books Films/Videos Instructional Supplies Lab Supplies Multimedia Supplies

Periodicals and Publications Reference Materials Research Supplies/Materials

Subscriptions Data Processing Supplies Software Licenses

The total amount requested equals $0.00

 *Note: Please be specific if requesting subscriptions and be sure to justify why they are required for this project.*

Food and Clothing

Explain in detail the estimated expenses which fall in this category, why they are required for this project, as well as the estimated cost for each. Some of these expenses may include:

Banquet and Meeting Food

The total amount requested equals $0.00

 *Note: Food related expenses must be shown in BOTH the budget and the budget justification and specific justification must be shown as to why they are required for this project.*

Office Supplies

Office supplies include items specifically related to the proposed project and may be such items as pens, pencils, paper clips, printer paper, toner cartridges, ink cartridges, notebooks, post-it notes, computer jump drives, presentation materials and other miscellaneous items required to complete the project. Please add justification here.

The total amount requested equals $0.00

 *Note: Please be specific as to which costs are requested and justify why they are required for this project.*

Postage

Costs for postage represent regular, air and express mail required for the project. Please add justification here.

The total amount requested equals $0.00

 *Note: Please be specific and justify why they are required for this project.*

Printing

Explain in detail the estimated expenses which fall in this category, why they are required for this project, as well as the estimated cost for each. Some of these expenses may include:

Printing Copying/Duplicating

The total amount requested equals $0.00

IT Equipment/Other Equipment < $5,000

Explain in detail the estimated expenses which fall in this category, why they are required for this project, as well as the estimated cost for each. Some of these expenses may include:

Computer or Printer Equipment < $5,000 per piece

Office Equipment < $5,000 per piece

The total amount requested equals $0.00

Rentals/Leases

Explain in detail the estimated expenses which fall in this category, why they are required for this project, as well as the estimated cost for each. Some of these expenses may include:

Aircraft Rental or Lease Equipment Rental or Lease IT Equipment Rental or Lease

Office Equipment Rental or Lease Building Rental or Lease Land Rental or Lease

Booth Rental Meeting Room Rental

The total amount requested equals $0.00

Repairs/Equipment Service Contracts

Explain in detail the estimated expenses which fall in this category, why they are required for this project, as well as the estimated cost for each. Some of these expenses may include:

Maintenance Agreements Repairs

The total amount requested equals $0.00

IT Communications

IT Communication costs include telephone line charges, fax line charges, cell phone charges, other data or document transmission charges and long distance charges. Please add justification here.

The total amount requested equals $0.00

 *Note: Please be specific if line charges and cell phone charges are to be requested and justify why they are required for this project.*

Dues and Memberships

Explain in detail the estimated expenses which fall in this category, why they are required for this project, as well as the estimated cost for each. Some of these expenses may include:

Dues Yearly Membership Fees

The total amount requested equals $0.00

 *Note: Please be specific if requesting memberships and be sure to justify why they are required for this project.*

Operating Fees

Explain in detail the estimated expenses which fall in this category, why they are required for this project, as well as the estimated cost for each. Some of these expenses may include:

Advertising Awards, Rewards, Prizes Freight

IT Contractual Services Licenses Participant Fees

The total amount requested equals $0.00

 *Note: Advertising, awards, rewards, prizes and logo handouts must be specifically listed and justified as to why they are required for the project.*

Professional Fees

Explain in detail the estimated expenses which fall in this category, why they are required for this project, as well as the estimated cost for each. Some of these expenses may include:

Consultant Fees Contract Services Speaker Fees

The total amount requested equals $0.00

Graduate Student Tuition

Amounts shown for graduate tuition costs are estimates. The actual tuition costs will be charged to the grant according to the student’s resident status and number of credits taken per semester.

The total amount requested equals $0.00

Scholarships and Fellowships

Explain in detail the estimated expenses which fall in this category, why they are required for this project, as well as the estimated cost for each. Some of these expenses may include:

Student Scholarships Student Fellowships

The total amount requested equals $0.00

**Total Other Direct Costs $0.00**

**Total Direct Costs $0.00**

**Facilities & Administrative Costs (Indirect Costs):**

The total amount requested for Facilities and Administrative Costs is budgeted at a percent of the Modified Total Direct Costs.

The Indirect Cost Rate included in this proposal is the federally approved rate for the University of North Dakota. Indirect costs are calculated based on Modified Total Direct Costs (MTDC), defined as the Total Direct Costs of the project less individual items of equipment $5,000 or greater, tuition remission, scholarships, fellowships, rental costs of off-site facilities, patient care costs and subcontracts in excess of the first $25,000 for each subcontract award.

**Total Facilities & Administrative Costs (Indirect Costs) $0.00**

**Total Costs Requested $0.00**

*The Budget Detail is being submitted for proposal evaluation purposes only. Due to limitations within the University’s accounting system, the system does not provide for accumulating and reporting expenses at the level of detail submitted.*