**Budget Justification**

**Salaries:**

The budget provides the anticipated effort for persons to be involved in this research project for the total requested time period. For effort reporting, UF defines year as a calendar, 12-month year. For projected time occurring in future years, the salaries have been adjusted with a 3.0% increase for cost-of-living adjustments.

**A. Senior Personnel:**

**Dr. Alberta Gator, Principal Investigator (1.0 CM):** Dr. Gator will serve as the PI on this project and will work one calendar month in each year of the project. She will direct the project, ensuring that the proposed research activities are carried out in a timely and appropriate manner. PI Gator will also contribute to the research and serve as primary mentor for the graduate and undergraduate student research assistants. Her expertise in [*insert relevant role description*] will assist in completing the project goals.

**B. Other Personnel:**

**Post-Doctoral Associate, TBD (12.0 CM)**

The postdoc will be responsible for [*insert relevant role description*].

**Graduate Student, TBD (6.0 CM)**

Support is requested for one graduate student (PhD) in the Department of X. The graduate student will work directly with the PI on the proposed research. Specifically, the student will work with the PI to [*insert relevant role description*].

Please note at the University of Florida, Graduate Students are appointed at a 0.50 FTE which equates to 100% of their efforts toward a sponsored project(s) to complete the research credit requirements of their academic program.

**Undergraduate Students (2), TBD (1.84 CM/each)**

Two undergraduate research assistants will assist with [*insert relevant role description*].

**C. Fringe benefits:**

Fringe benefits, including FICA, State Unemployment, Workers’ Compensation, Retirement, Life and Health Insurance, are assessed as a percentage of the respective employee’s salary. Fringe benefits are calculated on the requested salary budgeted and charged in accordance with the University of Florida’s negotiated and approved rate agreement; which can be found here: <https://research.ufl.edu/wp-content/uploads/FA-agreement.pdf>

**D. Equipment:**

Funds are requested to purchase [insert equipment]. This equipment will be used to *[insert relevant description and how it will be used to the meet the project goals]*.

**E. Travel:**

**Domestic:**

All travel costs are consistent with the University of Florida’s travel policy (located at <http://www.fa.ufl.edu/directives-and-procedures/travel>).

[*insert relevant travel details*].

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Destination** | **Purpose** | **Traveler(s)** | **Airfare** | **Per Diem/day** | **Lodging (/night)** | **Days** | **Total** |
|  |  |  |  | $36 |  |  |  |
|  |  |  |  | $36 |  |  |  |
|  |  |  |  | $36 |  |  |  |

**Foreign:** NA

**F. Participant Support Costs:**

*[insert relevant description for each applicable category and include the # of participants]*

*HELP TEXT:* [*Participant Support Costs*](https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IIC2gv) *refer to direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with NSF-sponsored conferences or training projects. UF employees include UF faculty, staff, postdocs, student assistants, graduate assistants and interns.*

**F.1. Stipends:**

**F.2. Travel:**

**F.3. Subsistence:**

**F.4. Other:**

**G. Other Direct Costs:**

**G.1. Materials and Supplies:**

Funds are requested to purchase *[insert relevant description and be as detailed as possible].*

**G.2. Publication Costs/Documentation/Dissemination:**

Funds are requested for preparing and publishing the results of the work conducted under this project including duplication costs, technical illustrations, and journal page charges.

**G.3. Consultant Services:**

*[insert individual/ entity name]* will be responsible for [*insert relevant role description*] as described in the project description. *[insert individual/ entity name]* will be working *[insert hourly/date rate and days of expected service]*.

**G.4. Computer Services:** NA

**G.5. Subawards:**

A subaward to *[insert entity name]* is requested in each of the project. *[insert entity name]* work will include [*insert relevant role description*] as described in the project description. Please see separate subaward budget and budget justification for a detailed breakdown.

**G.6. Other:**

**Tuition:** Tuition expenses will be charged in direct proportion to the total percentage of effort expended on this project. UF anticipates 10% increases on tuition until Fall 2024, when annual increases will decrease to 5% annually.

**H. Total Direct Costs:** *[insert amount]*

**I. Indirect Costs:** *[insert amount]*

F&A rates are negotiated and determined by the Department of Health and Human Services (DHHS). The University currently has an approved F&A rate of 52.50% of Modified Total Direct Costs (MTDC) for on-campus organized research. Modified total direct costs, consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. The point of contact is Lucy Siow, (301) 492-4855 on UF’s approved rate agreement, which can be found here: <https://research.ufl.edu/wp-content/uploads/FA-agreement.pdf>.

**J. Total Direct and Indirect Costs:** *[insert amount]*