

BUDGET JUSTIFICATION

Additional Information for Completing the Excel Budget Template and Budget Justification Section

Overview:

The Excel budget template is designed to provide an overview of the project budget. The budget justification section of the proposal template is for providing a narrative explanation of the components of the budget and to justify the costs.

How to Document Personnel Expenses:

a. Excel Budget Template:

- i. List the names of the principal investigator, co-principal investigator, co-investigator(s), students, and staff members as applicable to your project proposal. Record the percentage of time over the project period that each listed person will dedicate to the project, regardless of whether you are seeking salary support.
- ii. In each year of the project, list the amount of salary requested per person per year. Enter zero for personnel for whom you are not seeking salary support. The total salary will be calculated in Column G of the spreadsheet.
- iii. In the Fringe Benefits section, repeat the name of each individual, record the fringe benefits rate that applies to that individual and enter the amount of fringe benefits applied to each salary request. The total fringe benefits cost will be calculated in Column G of the spreadsheet.

- b. **Budget Justification.** Provide a description of each individual's contribution to the proposed project and the amount of salary requested. For example:

Jane Smith, PhD, Principal Investigator (Year 1: 6% time; Year 2: 3% time):

Dr. Smith will be responsible for developing the study plan, ensuring enrollment targets are met, supervising trainees, analyzing the study data and publishing the study findings.

John Johnson, Graduate Student (Year 1: 10% time; Year 2: 50% time) Mr. Johnson is a PhD candidate with expertise in the research methods and analysis. They will implement the study plan with oversight from the PI, monitor study milestones, conduct preliminary analysis, and draft reports.

How to Document Other Project Expenses:

In the Budget Justification Section of the proposal template, please include details for each item listed in the budget template. The explanations should focus on how each budget item is required to meet the aims of the project and explain how estimated costs were calculated. The categories listed below are provided as examples.

- **Shared and contract services:** Provide a detailed description of planned purchased services, including vendor names and how cost estimates were made. Remember to include biobanking and data services as applicable.
- **Materials:** Provide details of materials that will be purchased for this project, how materials will be used, and how the cost estimate for the materials was calculated.
- **Study participant costs/owner compensation:** Describe any study participation costs that will be reimbursed to companion animal owners.

How to Document Travel:

- If travel is required to implement the project (for example, conducting field work), provide a separate detailed description with costs and justification.
- Travel for scientific communication and impact: Identify target conference(s) and estimate travel costs including meeting registration, transportation, lodging, and meals. The proposal guidelines include maximum amounts for travel to conferences.
- For all travel costs, please justify why the travel is necessary and alternatives are not sufficient.