# **ERGP Budget Justification Template**

***Instructions:*** *Each section must be completed to be considered for funding. Please refer to the guidance provided in italics. If you have any questions on formatting or content, please contact us at hottman1@jhu.edu*

# Organization Name, Project title

*Please provide a one-sentence project title that succinctly describes the project and outcome. Title must match the title in the RFP document.*

## **I. Salaries & Wages (Personnel)**

*Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly on the project, and the percentage of their time that will be spent on the project. If salaries are adjusted at the beginning of the fiscal year, please include that here and not the percentage adjusted. Suggest language provided below.*

A total of $XXX in salaries and wages are included for the PI, XXX for other researchers, and XXX staff members.

### **Principal Investigator**

Dr. XXX (XXX% effort) will oversee the development, implementation, and progression of the project. Dr. XXX will also XXX.

### **Other Key Personnel**

XXX (XXX% effort) will XXX

XXX (XXX% effort) will XXX

XXX (XXX% effort) will XXX

### **Other Personnel**

XXX (XXX% effort) will XXX

XXX (XXX% effort) will XXX

XXX (XXX% effort) will XXX

## **II. Fringe Benefits**

*Please explain and outline any fringe benefits for full-time employees, post-doctoral wages, and/or temporary employees and students.*

|  |  |  |
| --- | --- | --- |
| Fringe Type | Salary & Wage Base | Fringe Benefits |
| Full-time employees | $XXX | $XXX |
| Post-doctoral wages or stipends | $XXX | $XXX |
| Student researchers | $XXX | $XXX |
| Total Fringe | | $XXX |

### **III. Travel**

*If you have travel for your project, please list where travelers are going, where they are coming from, how many are traveling, and how long they need to be there. You don’t need to do this in the chart below, so you can type it here if you prefer.*

*\*It should be noted that successful applicants will receive direct support from ERGP for registration and travel to USDA ARS Conference during relevant conference years*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Destination (Departure) | Year of Expense | Number of People | Number of Trips | Days of Travel | Nights of Lodging | M&IE | Ground per Day | Airfare or Rail | Total |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Total Travel | | | | | | | | | $XXX |

### **IV. Equipment**

*Describe any machinery that is required for the project, which has a useful life of more than one year (or a life longer than the duration of the project), and costs at least $5,000 per unit. (Physical security and equipment upgrades may be included within proposals for infrastructure improvement, but laboratory construction and renovation efforts are not appropriate.)*

### **V. Supplies**

*List and describe all the items, consumables, and materials, including any computer devices, that are needed for the project. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.*

### **VI. Cost Sharing**

*This proposal requires a 20% contribution to the overall project budget. Costs (which can incorporate indirect costs as a cost share percentage) should be listed and accounted for to total 20%.*

### **VIII. Other Direct Costs**

*Describe other costs directly associated with the project, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.*

### **IX. Indirect Costs – Facilities & Administration**

*These are costs that cannot be linked directly to the project activities, such as overhead costs needed to help keep the organization operating. We will only accept IPC from organizations with a current federally negotiated NICRA or the de minimis rate. Please include a copy of your NICRA if applicable.*

$XXX are included for F&A based the NICRA , which is XX%. The indirect cost base of $XXX is used for this calculation. A copy of the NICRA is attached.

### **X. Total Project Cost**

In total, the proposed cost for this project is $XXX.