

BUDGET JUSTIFICATION

A budget justification/narrative is a “word picture” of your budget. The objective is to carefully explain why the funds you are requesting are needed for the project.

Please make sure your budget amounts match your budget justification/narrative amounts.

PERSONNEL: \$xx,xxx (grant request)

Salaries: \$xx,xxx (grant request); *List effort and write out the responsibilities and contributions to the project*

FRINGE: \$xx,xxx (grant request); Refer to the MURC Data Sheet for rates

TRAVEL: \$xx,xxx (grant request); *(Who is traveling? And why?)*

OTHER DIRECT COSTS: \$xx,xxx (grant request); *List purpose for each amount and how it will be used*

CONTRACTUAL: \$xx,xxx (grant request); If your award has no subawards or contracts you can simply leave blank.

INDIRECT COSTS: \$xx,xxx (grant request); Refer to the MURC Data Sheet for rate

Total Request

TOTAL PROJECT COST