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**