BUDGET JUSTIFICATIONNorthern Kentucky University is on an 9-month academic and 3-month summer calendar schedule.

Senior Personnel: $XX,XXX

Principal Investigator. The commitment of the PI (Dr. XXXXX) is for XXX summer or academic months  
per year. Based on a base contract salary of $XX,XXX, the project salary is $XX,XXX per year. Total PI salary requested for project is $XX,XXX. (Provide a brief sentence about the role of the PI on the project)

Other Personnel: $XX,XXX

*Graduate Assistant.* Costs include support for XX graduate research assistant(s) who will dedicate a total of XX hours per week for XX months each year. The wage requested for one graduate assistant is $x,xxx per month (xx hours/week) for a total of $xx,xxx per year.

*Student Worker*. Two undergraduate research assistants will dedicate XX hours per week for XX weeks each year. The hourly wage requested for a student worker is $xx/hour. Total wage request for student workers is **$XX,XXX** ($xx/hour x # of students x X weeks/year x # of years).

Fringe Benefits: $XX,XXX

Fringe rates for the university are based on an average actual rate. The rate for faculty contract (academic) salary is approximately XX%. The rate for faculty non-contract (i.e. “summer”) salary is 7.65% of the requested salary. The rate for graduate assistantships is 7.65% of the requested wages. The rate for undergraduate assistantship is 7.65% of the requested wages. (Faculty: **$X,XXX**; Graduate assistants: **$X,XXX**; Undergraduate: **$XXX**).

**Equipment: $XX,XXX** (any costs in this section will also require a vendor quote to be included)

Costs include the acquisition of **<enter detailed name and description of the equipment>**

*Note: Equipment costs are $5,000 or more per unit, and are excluded from the F&A base*.

Travel: $XX,XXX (an example destination and estimated costs are needed; refer to the Travel Worksheet Example for details)

*Domestic:* Travel is requested for the PI and the graduate assistants to attend conferences in the United States related to project to disseminate research findings. The cost for a typical conference in the U.S. (for example, a X-day conference in Chicago, IL) is approximately $X,XXX/person: airfare ($XXX), lodging ($XXX for X days, $XXX/night), and per diem ($XXX for X days, $XX/day). Estimated X one-person trips per year, for a total of XX trips during the project period. Total domestic travel is **$XX,XXX** ($X,XXX/trip x X trips x X years) for the total project.

*Foreign:* Foreign travel is requested to support the travel needs for the PI and graduate students to attend international conferences outside the United States related to project to disseminate research findings. The cost for a typical international conference (for example, X-day conference in Madrid, Spain) is $X,XXX/person: airfare ($XXX), lodging ($XXX for X days, $XXX/night), and per diem ($XXX for X days, $XXX/day). Estimated X one-person trips per year, for a total of X trips during the project period. Total foreign travel is **$XX,XXX** ($X,XXX/trip x X trips x X years).

**Participant Support Costs: $XX,XXX**

*Enter breakdown of costs per participant and include # of participants in each section:*

*Participant stipends:*

*Participant travel:*

*Participant subsistence:*

*Participant other:*

*Note: Participant support costs are excluded from the F&A base*.

Other Direct Costs: $XX,XXX

*Materials and Supplies.* Costs include required and necessary supplies and materials to carry out the tasks of the project at a cost of $X,XXX per year or $XX,XXXX for the project period.

*Publication Costs.* Costs include fees for publication in years X-X at approximately $X,XXX per year. The total cost of publication is **$XX,XXX** for the project period.

*Other Costs – Registration Costs.* Costs include required conference registrations costs at $XXX per year or $X,XXX for the project period.

*Other Costs – Tuition Remission.* Costs include tuition for related assistants on the project. Based on a course load of XX credits per year (X credits per semester) estimated tuition rate is $X,XXX in Year 1, with a 2% increase in each subsequent year. Total tuition for the project is **$XX,XXX**. *Note: Tuition costs are excluded from the F&A base*.

(list other items as needed or consult with your assigned Grants Administrator)

Total Direct Costs: $XXX,XXX

Indirect Costs: $XXX,XXX

Northern Kentucky University has an approved, federally-negotiated facilities and administrative cost  
rate for on-campus research of 40.0% on Modified Total Direct Costs (MTDC), excluding  
tuition costs, participant support costs, and equipment. MTDC base is $XXX,XXX.

Total Funding Request: $XXX,XXX (this amount should match the total amount on your budget spreadsheet exactly)

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Remove all references in BLUE prior to finalizing your justification narrative:

1 Simply remove any sections where there are no costs involved.

2 Standard language is used for these areas of the document and should only be modified for specific detailed information (rates, amounts, etc): Sub-title in header, fringe benefits, tuition costs, indirect costs.