**Budget Justification**

[Application Title]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Delete this section when finished\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Provide additional information requested in each budget category. Justification should be provided for equipment, travel, participant support and other direct costs. Personnel salary/wages should be explained, including amount of anticipated effort, institutional base salary, and how the requested salary amount was calculated.]

[PI/PD must include undergraduate students, and or graduate students from the applicant institution. Indicate aspects of the research in which students will participate. If students have not yet been identified, the number and academic level of those involved should be provided]

[If there are any Collaborators or Consultants for the project, provide their names, organizational affiliations and services they will perform]

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**A. Senior/Key Personnel: [$ Total salary + fringe Request]**

**Non-Federal Cost Sharing: [Enter $ for Senior Personnel cost sharing]**

[Insert description of salary and duties for Senior/Key Personnel here. If it is an uncompensated position, include in the Facilities & Other Resources document instead]

The employer contribution to employee benefits for extramural projects (i.e. fringe benefits) for fiscal year 2019-20 is set by the UW System at 50% for faculty and professional staff and 58% for administrative staff. The rates for faculty and staff include: employer’s contribution to retirement, health insurance, social security, FICA, and Medicare FICA, unemployment compensation, worker’s compensation, income continuation insurance and life insurance. The UW System requires UW Oshkosh to use these rates for fringe benefits on grant projects. New fringe benefit rates are assigned to the institution for each new fiscal year. A 1% increase in fringe is anticipated for each subsequent year of the project.

[Insert justification for any non-federal/applicant cost sharing listed under Senior Personnel category (salary, wages, fringe) including name of individual(s), effort load that will be provided as match, compensation total provided as match, etc].

**B. Other Personnel: [$ Total wages + fringe Request]**

**Non-Federal Cost Sharing: [Enter $ for Other Personnel cost sharing]**

[Insert description of salary for Other Personnel here including undergraduate and graduate students.]

The employer contribution to employee benefits for extramural projects (i.e. fringe benefits) for fiscal year 2019-20 is set by the UW System at 5.50% for undergraduate students. The rate for undergraduate students includes worker’s compensation, social security and Medicare FICA. A 1% increase in fringe is anticipate for each subsequent year of the project.

[Insert description of any cost sharing listed under Other Personnel category].

**C. Equipment: [$ Total Equipment request ]**

**Non-Federal Cost Sharing: [Enter $ for Equipment cost sharing]**

[Insert description and cost of each piece of equipment being purchased. Equipment is designated if unit purchase price is greater than $5,000.]

[Insert description of any cost sharing listed under the Equipment category. New equipment purchases are considered Cash match, existing equipment use is value-added and considered In-Kind cost sharing.]

**D. Travel:** **[$ Total travel Request]**

**Domestic**: [$ Total domestic travel for project, this will likely be the same as above unless you anticipate foreign travel]

[Insert description of domestic travel for both Senior/Key Personnel and Other Personnel here including undergraduate and graduate students. Be as specific as you can and include calculations.]

**Foreign Travel**: [$ Total domestic travel for 3 years]

[Insert description of foreign travel, if any, for both Senior/Key Personnel and Other Personnel here including undergraduate and graduate students. Be as specific as you can.]

**Non-Federal Cost Sharing: [Enter $ for Travel cost sharing]**

[Insert justification for any non-federal cost sharing listed under Travel. Travel is typically provided as Cash match.]

**E. Participant/Trainee Support Costs: [$ Total Participant Costs for project]**

[Insert description of costs for support of project participants. Include travel costs, research stipends, subsistence, registration fees, etc.]

**Non-Federal Cost Sharing: [Enter $ for Participant cost sharing]**

[Insert justification for any non-federal cost sharing listed under Participant Support Costs category. ]

**F. Other Direct Costs:**

**1. Materials and Supplies: [$ Total Materials Request]**

[Insert description of materials and supplies needing to be purchased. Be as specific as you can.]

**Non-Federal Cost Sharing: [Enter $ for Materials/Supplies Cost Sharing]**

[Insert description of any non-federal cost sharing provided under Materials category. Materials can be considered Cash match if purchased new for the project, or as In-Kind if already existing and their value will be added to support the project.]

**2. Publication Costs: [$ Total Request]**

**Non-Federal Cost Sharing: [Enter $ for Publication Cost Sharing]**

**3. Consultant Services: [$ Total consultation services request]**

[If applicable, insert description of consultation services. If you are not budgeting for this, the section can be deleted.]

**Non-Federal Cost Sharing:**

**4. ADP/Computer Services: [$Total ADP/Computer Services Request]**

[If applicable, insert description of any budgeted computer services. If you are not budgeting for this, this section can be left at “$0”.]

**Non-Federal Cost Sharing**:

**5. Subawards/Consortium/Contractual: [$ Total Subawards Request]**

[If applicable, insert description of any budgeted subaward relationships, consortiums or contractual arrangements. Note that subawards and contractual entities should be specifically named in order to allow for easier Procurement processes during the award phase. If you are not budgeting for this, this section can be left at “$0”.]

**6. Equipment or Facility Rental/User Fees [$ Total rental fees request]**

[If applicable, insert description of equipment or facility rental/user fees. If you are not budgeting for this, this section can be left at “$0”.]

**Non-Federal Cost Sharing:**

**7. Alterations and Renovations [$ Total alteration and renovation costs for project]**

[If applicable, insert description of alternations and renovations needing to be made. If you are not budgeting for this, this section can be left at “$0”.]

**Non-Federal Cost Sharing:**

**Total Direct Costs: [$ Total direct costs for project]**

**Indirect Costs: [$ Total indirect costs for project]**

[Insert description of Indirect Costs with how much salary and fringe is calculated for the entire project along with the formula including 38.5%.]

UW Oshkosh indirect costs are calculated on salary, wages + fringes for any UW System personnel listed in this budget and budget justification. The current federally-negotiated indirect cost rate for on-campus projects is 38.5% of SWF.

**Total Direct and Indirect Costs: [$ Total direct + indirect costs for project]**

**Total Funds Requested: [$ same as above]**

**Total Non-Federal Cost Share: [$Total Cost Share Committed]**