

Budget Justification
University of Maryland

You may want to avoid using dollar figures in budget justifications unless providing per trip, per participant or per day estimates. Official budget forms sometimes round numbers differently from spreadsheets. When this occurs and dollar amounts have been included, the budget justifications have to be revised as well.

Use what helps; delete/revise the rest.

Blue = fill in the blanks

Purple = make a selection or add another option

A. Senior Personnel: text for a few scenarios provided below

Name1, PI, will lead the effort to do what...

Funding is requested to support x months of summer salary and x course buy outs for Name1 for each year of the project.

Name2, Co-PI, will do what ...

Funding is requested to support x months of summer salary and x course buy outs for Name2 for each year of the project.

During each project year, the University will contribute x% of academic/calendar-year effort for Name1 and x% of academic/calendar-year effort for Name2 in cost share funding.(if any)

B. Other Personnel

1. Post Doc

2. Other Professionals Programmers, designers, and project managers (but please note, any project including costs for a “Project Manager” will need Significant Project Designation prior to routing the proposal to ORA – see B.5. below)

3. Graduate Students

One of the goals of the project is to actively involve students in the substantive research and to provide opportunities for them to share their research with the professional community. Thus, funding is provided for x 12-month/9.5-month graduate/doctoral students to do what...

The graduate/doctoral student will work x hours per week throughout the year/during the academic year and x hours per week during the summer for each year of the project. Each graduate assistantship includes a stipend, health coverage and tuition. (Health coverage is reflected in the budget under Fringe Benefits; tuition costs are reflected in the budget under Other Direct Costs.) Approximately x% of all direct costs for this project will support students through assistantships as well as travel, computing equipment and software, and CALF (detailed below).

The student is expected to advance to the candidacy phase of the doctoral program by the

third year, and is therefore budgeted for reduced dissertation tuition during the final **x** years of the project.

4. Undergraduate Students

Funding is also included to support undergraduates gaining experience and doing research in computing. This will also support the programming needs of the project. Funding will cover an average of **x** undergraduates working **x** hours per week during the academic year.

Salaries for permanent employees and students have been multiplied by 3% for each subsequent year to account for anticipated inflation.

C. Fringe Benefits:

Fringe benefits for faculty at University of Maryland are calculated at 7.7% of summer salaries and 29.7% of academic and calendar-year salaries. Fringe benefits for hourly student appointments are calculated at 7.7% and at 27.8% for Graduate Assistantships.

D. Equipment:

This section is for equipment costing \$5,000 or more, such as servers, etc. Computing equipment such as laptops should be justified under Materials & Supplies.

E. Travel: This section should be used for PI/student/Senior Personnel conference travel, site visits, research travel, and advisory board travel. Travel for workshops and/or cohorts should be included in F. Participant Support.

1. Domestic

Please include an estimation of travel costs for each trip, for example (domestic conference): Costs estimated at \$475 registration, \$400 flight, 4 nights hotel @ \$100, 5 days per diem @ \$45 (\$1,500).

2. International

Please include an estimation of travel costs for each trip, for example (international conference): \$475 registration, \$1000 flight, 4 nights hotel at \$200 each, 5 days per diem at \$45/day (total: \$2,500).

Conferences that are likely venues for this research project include [conferences](#).

F. Participant Support: text for a few scenarios provided below. Please note: participant support **is not** used for incentives for research study human subjects. Those costs will be included in G. Other Direct Costs, 6. Other.

Funding is included to host **x** workshops at professional conferences targeting [topic](#). Each workshop will last [how long](#), and will involve a maximum number of **x** professionals working in organizations serving [population](#). The budget includes \$**x** per participant for travel, lodging, registration fees and workshop materials.

In every **Fall/Spring** semester, students enrolled in **course** will do field-based research at participating organizations' sites. On average, course enrollment is **x** and each student will spend **x** days in the field. Participant travel cost is estimated as public transportation expenses for each student at **\$x/day**. Subsistence cost is based on a **\$x/day** (lunch only) per diem estimate for each student.

G. Other Direct Costs: **text for a few scenarios provided below**

1. Materials & Supplies:

Funding is included in the first year to supply computing equipment for the graduate student(s) to support the intense computational requirements and large data storage needs of this project.

Funding is included for survey software, statistical analysis software, and other software as needed for the successful completion of the research.

Funding is requested for research instruments including **title or type of instruments**.

The budget includes costs for **printing/photocopying** of **handouts/ survey forms/etc.**

Funding is included to cover **workshop room rental/AV equipment rental and set-up/etc.** costs.

2. Publication/Documentation/Dissemination **This is only for publishing in journals and the like. Regular photocopying is covered by F&A, and any additional printing needs should be included in G.6 Other.**

3. Consultant Services **This section is for both individuals and companies. Please note that you will need a letter outlining the work that each consultant will do, including an hourly rate for services.**

Name3 will serve as a consultant on the project to **do what...**

Name3 is uniquely qualified to **assist/advise/etc.** the **PI/team** in this research due to his/her **qualifications and experience.**

Name3 will be paid a consultant fee of **\$x** per day for **x** days.

4. Computer Access Lab Fees

Annual Computer Access Lab Fees (CALF) for use of the Computer Science Department's computer laboratory is charged. Payment covers the cost for personnel on the project to have open access to all Department computing resources. Services provided include staff support for both the software and hardware for all laboratory machines and networking resources, including preventive maintenance, regularly scheduled and implemented backups of all central machines, response to emergency problems, equipment maintenance and printing. Funding is included to cover CALF for the graduate student for each year of the project.

5. Subawards **Please review the document “Subcontractor vs. Contractor vs. Consultant” and/or talk to the Contracts and Grants Coordinator before deciding how to budget a**

subaward. Generally, if another University is on a project, you will either incorporate them as a subaward in this section, or as a collaborator (no subaward required). NSF requires that any subawards provide a detailed budget, budget justification, and statement of work *prior to proposal submission*. Please be sure to leave enough lead time to get these documents completed before routing the proposal.

Funding is requested to establish subawards to support the organizations partnering with the University of Maryland in this project – **partners**. Each partner will receive funding to cover their involvement in the following project activities: **activities**.

In addition to requested funding, each partner will contribute cost share funding. These matching costs will cover the partners' participation in the project. A separate budget and justification from each partner is attached.

6. Other

The budget includes payments to research subjects to **do what...** To encourage participation, each subject will receive \$x as incentive compensation.

The budget includes costs for **user-participated design / usability testing / focus groups** with x research study human subjects each costing \$x.

No need to mention tuition costs as they are covered above under Students.

H. Total Direct Costs You can include this number if you want, but it is not necessary. This section is primarily for the budget itself.

I. Indirect Costs

In accordance with the University of Maryland's federally negotiated indirect cost agreement, the indirect costs on this project have been calculated at the **research/instructional/other sponsored activity** rate of **54.5/56/39.5** % of all direct costs excluding tuition, computing equipment in excess of \$5,000 and subaward costs in excess of \$25,000.