# NSF Budget Justification for Faculty Submissions

**<PROJECT TITLE>**

**Personnel**

***Salaries:*** Salary rates are based on approved salaries for the fiscal year and are derived from University approved pay plans for the job categories. In accordance with The University of Texas at Austin budgeting practices for all grant funding regardless of source, salary rates are increased by 2-3% in subsequent years for anticipated cost of living adjustments.

***Fringe:*** Fringe benefits rates are based on The University of Texas at Austin’s federally negotiated fringe rates for the appropriate employee benefits level at the time of proposal submission. FY22 (9/1/21-8/31/22) benefits eligible full-time and part-time employees are calculated at 30.9%, and benefits ineligible employees are calculated at 4.7%. All future fiscal years will increase for full-time benefits eligible and part-time benefits eligible employees. View negotiated fringe rates here: <https://research.utexas.edu/osp/prepare-submit-proposal/fringe-rates-update/>

**Salaries**

**Senior/Key Personnel**

Professor 1 Name, Title, Department (Effort in calendar months): <Insert role description>

Professor 2 Name, Title, Department (Effort in calendar months): <Insert role description>

**Other Personnel**

Postdoctoral fellow Name (Effort): <Insert role description>

Graduate Research Assistant (GRA) Name (Effort): <Insert role description>

Undergraduate Research Assistant (UGRA) Name (Effort): <Insert role description>

**Fringe Benefits** ($xxx total requested for entire project)

Professor 1: <$xxx requested in year 1>

Professor 2: <$xxx requested in year 1>

Postdoctoral fellow: <$xxx requested in year 1>

GRA: <$xxx requested in year 1>

UGRA: <$xxx requested in year 1>

**Equipment (Items costing $5000 or more for each item)** ($xxx total requested)

Description of piece of equipment, source of price quote.

Reason needed for project.

What will it be used for?

**Travel** ($xxx total requested)

Travel costs in this budget are based on Principal Investigator sponsored research travel experience for previous similar trips and unit costs coincide with The University’s Operating Procedures reimbursement rate found at: https://afm.utexas.edu/hbp/part-11/5-2-meals-and-lodging

***Domestic Travel***

Who will travel to location (field work, conference, etc.) for what purpose? Number of people traveling and their role on the project. Get price quotes for:

* Airfare
* Baggage Fees
* Ground Transportation
* Per Diem (Meals) (explain rate calculations: x number of people for x number of days at $xx per day).
* Lodging (explain rate calculations: x number of people for x number of days at $xx per day).

***Foreign Travel***

Who will travel to location (field work, conference, etc.) for what purpose? Number of people traveling and their role on the project. Helpful information: <https://global.utexas.edu/risk/travel>

Get price quotes for:

* Airfare
* Baggage Fees
* Ground Transportation
* Per Diem (Meals) (explain rate calculations: x number of people for x number of days at $xx per day).
* Lodging (explain rate calculations: x number of people for x number of days at $xx per day).

**Participant Support Costs** ($xxx total requested) These are costs you are paying for students to participate in a conference or training experience. These costs are exempt from IDC.

Allowed costs are:

* Stipends ($xxx requested)
* Travel ($xxx requested)
* Subsistence ($xxx requested)
* Other ($xxx requested)

**Other Direct Costs** ($xxx total requested)

Provide and explanation of how you calculated each cost below.

* **Materials and Supplies** ($xxx total requested) (if applicable)

<*SEE EXAMPLE BELOW*>

*Funding is requested to purchase software and/or software licenses required for data collection, management, and analysis in Years 1-3. These include \_\_\_\_\_\_\_\_\_\_\_.*

*The purchase of # laptop computers is requested. This hardware will be necessary in order to calibrate to the specific software needs and remote use for the project over the project duration. These items will be directly allocable to this project’s use.*

*This category also includes expendable research supplies for report preparation expenses, mailing costs, photocopying, printing activities, and other standard project expenses related to this project’s report production and data collection. Estimates are based upon past experience and actual expenses as incurred will be charged.*

* **Publication Costs/Documentation/Dissemination** ($xxx total requested) (if applicable)

<*SEE EXAMPLE BELOW*>

*This category includes expenses for the materials and fees associated with publications resulting from this project. Estimates are based upon past experience and actual expenses as incurred will be charged.*

* **Consultant Services** (includes stipends and travel expenses) ($xxx total requested)

(if applicable)

*<SEE EXAMPLE BELOW>*

*//Choose One//*

*[\_\_\_\_NAME\_\_\_\_] will be contracted as necessary to the project’s study. The consultant will have expertise with \_\_\_. The consultant rate is calculated at $xx per day/hour/month/etc as established in the included support letter. Funds totaling $xx, is requested to compensate an estimated total of # hours/year of work on the project over the duration.*

***OR***

*A consultant will be contracted as necessary to the project’s \_\_\_ study. The consultant will have expertise with \_\_\_. The consultant rate is calculated at $xx per day/hour/month/etc based on typical charges for similar work. Funds totaling $xx, is requested to compensate an estimated total of # hours/year of work on the project over the duration. Estimates are based upon past experience and actual expenses as incurred will be charged.*

* **Service Agreement Costs** ($xxx total requested) (if applicable)

\_\_\_\_\_\_\_\_ will act as a service provider on this project, providing valuable \_\_\_\_\_\_ services. They have submitted a letter of commitment and rate quote and the PI has reviewed these costs and finds them reasonable and allocable.

* **OTHER COSTS**
* Computer Services ($xxx total requested) (if applicable)

This allocation covers fees to be paid to The University of Texas at Austin for \_\_\_\_\_\_\_\_\_. Costs have been provided as estimates by \_\_\_\_\_\_\_\_.

* Transcription Services ($xxx total requested) (if applicable & does are they allowable?)

Transcription services will be obtained for the project’s qualitative data analysis. All interviews will be transcribed before analysis. Costs are estimated at a total of $\_\_\_. Estimates are based upon past experience and actual expenses as incurred will be charged.

* Tuition for GRAs ($xxx total requested)

The University requires tuition remission to be budgeted for all Graduate Research Assistants (GRA) working on sponsored projects. The graduate tuition rate varies between University colleges. Tuition costs are estimated in this budget and are calculated based on GRA project effort and are increased by 2% each subsequent project year in order to account for anticipated tuition increases. Tuition is exempt from Indirect costs. Visit the UT Tuition website for more information. (<https://tuition.utexas.edu/rates/graduate>)

* Other costs that can be associated with a project, if applicable (add others, if needed).
* Park/Station/Archive Fees ($xxx total requested)
* International Visa Fees (not for visa fees needed to stay in the U.S.)
* Graduate Research Assistant (GRA) – Independent Study & Research (<https://world.utexas.edu/abroad/programs/isr>)
* Overseas Insurance fee for GRA travelling abroad (<https://global.utexas.edu/risk/travel/overseas-insurance>)
* Subawards (list all subaward entities and provide separate detailed budget and budget justification for each subaward) (calculate IDC on first $25,000 only of each subaward totaling $25,000 or more)(List each) ($xxx requested)

The University of \_\_\_\_\_\_\_\_ will act as subcontractor on this project and has submitted a letter of commitment, statement of work, budget, and budget justification. The PI has reviewed these costs and finds them reasonable and allocable.

**Total Direct Costs ($xxx requested)**

**Indirect Costs** ($xxx total requested)

The federally negotiated indirect cost rate of 58.5% of modified total direct costs (excludes equipment, tuition, and participant support) is based on The University of Texas at Austin’s negotiated IDC rate at the time of proposal submission. The rate memo can be viewed at: <https://research.utexas.edu/osp/resources/fa-memo/>

**Total Project Costs ($xxx requested)**