BUDGET JUSTIFICATION TEMPLATE

General Instructions: The budget narrative should provide detail corresponding to the dollar values provided in Attachment B. Delete all instructional text below after completion. If a section is not utilized, enter “N/A” under that heading.

**Reminder: Include a letter of support from the department head/dean/or business officer of one of the project leads confirming willingness to support the project if funded.**

1. **Salaries and Wages**

Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual. For salaried personnel, provide percentage of time and annual salary; for hourly personnel, provide estimated hours and hourly rate. Other forms of compensation paid as or in lieu of wages to students performing necessary work are allowable provided that the other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work. Note that health insurance, if provided, is to be included under fringe benefits.

1. **Fringe Benefits**

Provide the overall fringe benefit rate (% of salary) applicable to each category of employee proposed in the project. If applicable, include prorated health and life insurance.

1. **Non-Personnel Costs**

* **Supplies**

List all supplies to be purchased to conduct and disseminate the research. This may include computer software, lab glassware, fuel for research vehicles, computer expendables, reagents, chemical supplies, and supplies for poster sessions, etc. Be as explicit as possible (e.g. unit costs, number of units, total cost for each item).

* **Equipment**

Provide a detailed description of any equipment purchased and why it is required for this research/project. Provide documentation of agreement regarding which unit will retain the equipment at the conclusion of the project.

* **Services or Consultants**

Identify the specific tasks for which these services, consultants, or subcontracts would be used. Provide a detailed breakdown of the services or consultants to include personnel, time, salary, supplies, travel, etc.

* **Travel**

Provide purpose and estimated costs for all travel. Include all applicable travel details including location, number of personnel, number of days, per diem rate, lodging rate, mileage and mileage rate, airfare, etc.

* **Other Direct Costs**

Itemize costs not included elsewhere, including publication costs. Costs for services and consultants should be included and justified under “Services or Consultants” (see above). Provide a breakdown for costs listed under this category.

REMINDER: Each proposal shall consist of the four sections listed below. Individual templates for each section are included at the end of this document (for reference only) and available for download here: [www.uky.edu/sustainability/sustainability-challenge-grants](http://www.uky.edu/sustainability/sustainability-challenge-grants)

1. Project Proposal Narrative
2. Budget Breakdown
3. Budget Justification
4. Letters of Support[[1]](#footnote-1)

**For final submission, the four sections must be combined as a single PDF document.** Include a title page for the proposal and a cover page for each section. Proposals shall be submitted with this naming format: ProjectTitle.SCG2023.pdf. Proposals must be submitted by email to [shane.tedder@uky.edu](mailto:shane.tedder@uky.edu).

1. One of the letters of support must be from the department head/dean/or business officer for one of the project leads confirming willingness/ability to support the project’s procurement and expenditures if funded. [↑](#footnote-ref-1)