

# Grant Budget and Justification Worksheet

Please complete this worksheet to outline your project budget and provide the necessary justifications for each line item. This document is formatted for printing.

## General Information

Project Title:

Principal Investigator (PI):

Funding Agency / Opportunity:

Budget Period:

## Budget Categories & Justifications

### 1. Personnel (Salaries and Wages)

Role / Name	% Effort	Requested Salary (\$)	Justification (Role and Responsibilities)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 2. Equipment

*Itemize equipment with a unit cost of \$5,000 or more.*

Equipment Item / Description	Quantity	Total Cost (\$)	Justification (Necessity to the project)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 3. Travel

Destination & Purpose of Travel	Number of Travelers	Total Cost (\$)	Justification (Relationship to project deliverables)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 4. Supplies and Materials

Supply Category	Estimated Cost (\$)	Justification (How items will be used)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 5. Consultants and Subcontracts

Consultant / Organization Name	Service Description	Total Cost (\$)	Justification (Expertise and project alignment)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 6. Indirect Costs (Facilities & Administrative)

Rate (%) / Base (\$)	Total Cost (\$)	Justification (Institutional policy / Federally approved rate)
e.g., 15% of salaries		

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## Budget Summary

Total Direct Costs (Sum of Categories 1-5):

Total Indirect Costs (Category 6):

Total Requested Grant Budget:

*Note: Please review all math before printing and submitting this worksheet.*