**Budget Justification – Sample language and/or what to include**

**PERSONNEL**

**Senior/Key Personnel - $XX**

*List the names, roles, and effort in person-months for all Senior/Key Personnel.*

*This paragraph must be included: UW* *-Madison has personnel who are on academic (9 month) and annual (12 month) appointments. For academic appointments, UW-Madison defines a year as the 9-month academic calendar plus up to 3 summer months. The salary calculation for summer months is based on the rate of pay in place in the month of May. For annual appointments, UW-Madison defines a year as a period that extends for twelve months, normally beginning on July 1.*

**Other Personnel - $XX**

*List the non-senior personnel on the project, including role and effort. Include names if known.*

**Fringe Benefits - $XX**

The fringe benefit rate for the *list titles/roles and rate for each category, i.e.*

**OTHER DIRECT COSTS**

*Each item’s cost should be explained and itemized.*

**Tuition Remission**

*Requested at $\_\_\_\_\_\_\_ per year for the graduate student PA.*

**Data Access Fees or Purchase- $XX**

*What data? From where? For how much? (Include breakdown if applicable - 10 @ $5 = $50.)*

**Travel for Data Collection - $XX**

*Describe travel as follows: who is traveling; to where; costs for each trip, including transportation (airfare or fleet vehicle and mileage), per-diem, lodging, conference registration, etc. Provide detailed explanation of the costs.*

**Supplies - $XX**

*Describe in detail the costs for supplies. Be careful not to request general purpose office supplies, as these are considered indirect costs.*

**Subawards -$XX**

*List all Subawards, including name of the organization, brief explanation of their role in the project, and total amount requested. A full budget for the Subawardee should be provided in the Subaward Budget section within the budget pages of the proposal.*

**Consultant Services - $XX**

*Third-party Professional Service contracts that do NOT contribute to the SCIENCE of the project.*

**Other Direct Costs- $XX**

*Other costs not listed above. Each item’s cost should be explained and itemized.*

**I. Indirect Costs - $XX**

*Sample language:* Indirect costs are requested in accordance with University of Wisconsin-Madison’s federally-negotiated indirect cost rate agreement dated [add current NICRA date]. The F&A rate for on-campus research is based upon Modified Total Direct Costs (MTDC) at a rate of 55.0% in Year 1 (FY21) and 55.5% in Years 2 and 3 (FY22-23).