**Budget Justification**

1. **Senior Personnel: $XXX,XXX** (*Year 1: $XX,XXX; Year 2: $XX,XXX; Year 3: $XX,XXX; Year 4: $XX,XXX; Year 5: $XX,XXX*)

[PI Name], [Title], in the [PI Department name], requests funding for [#] [summer/academic/calendar months] in Years 1 – 5. Dr. [PI’s last name] will be responsible for [brief description of project activities such as design of the research, supervision of personnel, reporting to the NSF, etc.].

**If applicable**, [Co-PI Name], [Title], in the [Co-PI Department name], requests funding for [#] [summer/academic/calendar months] in Years 1 – 5. Dr. [Co-PI’s last name] will be responsible for [brief description of project activities].

**If applicable**, [Senior/Key Personnel], [Title], in the [Senior/Key Personnel Department name], requests funding for [# of summer/academic/calendar months] in Years 1 – 5. Dr. Co-PI [Senior/Key Personnel’s last name] will be responsible for [brief description of project activities].

1. **Other Personnel: $XXX,XXX** (*Year 1: $XX,XXX; Year 2: $XX,XXX; Year 3: $XX,XXX; Year 4: $XX,XXX; Year 5: $XX,XXX*)

Post-Doctoral Scholar/Researcher

The proposed budget includes funds to support a post-doctoral scholar/researcher salary for [#] years at [percentage of effort] for [months] at [$XX,XXX] per year. This position will be responsible for [brief description of project activities].

Other Professionals (ex: technicians or programmers)

The proposed budget includes funds to support a [name the position being requested] salary for [#] years at [percentage of effort] for [months] at [$XX,XXX] per year. This position will be responsible for [brief description of project responsibilities].

Graduate Students

The proposed budget includes funds to support [#] of [master’s or PhD] student salaries for [#] years. Students will work in the [fall/spring/summer] semester(s) for [#] weeks at [#] hours per week at a rate of [$] per hour. This/these students will be responsible for [brief description of the tasks/objectives/activities in the project].

Undergraduate Students

The proposed budget includes funds to support [#] undergraduate student salaries for [#] years. Students will work in the [fall/spring/summer] semester(s) for [#] weeks at [#] hours per week at a rate of [$] per hour. This/these students will be responsible for [brief description of the tasks/objectives/activities in the project].

1. **Fringe Benefits:** **$XXX,XXX** (*Year 1: $XX,XXX; Year 2: $XX,XXX; Year 3: $XX,XXX; Year 4: $XX,XXX; Year 5: $XX,XXX*)

CCU full-time faculty, FTE staff and non-FTE employees who elect to participate in the retirement system fringe benefit rate is 33.36% and includes retirement plans, FICA, worker’s compensation and unemployment insurances. The fringe benefit rate for non-FTE employees who do not elect to participate in the retirement system and for students working more than 20 hours per week is 8.45% and includes FICA, worker’s compensation and unemployment insurances. The fringe benefit rate for students who are enrolled and working less than 20 hours per week is .07%.

1. **Equipment:** (over $5,000) **$XX,XXX** (*Year 1: $XX,XXX; Year 2: $XX,XXX; Year 3: $XX,XXX; Year 4: $XX,XXX; Year 5: $XX,XXX*)

The proposed budget includes funds for [name equipment] for [purpose of equipment].

\*attach quote

1. **Travel: $XX,XXX** (*Year 1: $XX,XXX; Year 2: $XX,XXX; Year 3: $XX,XXX; Year 4: $XX,XXX; Year 5: $XX,XXX*)

Domestic: The proposed budget includes funds for the PI to [description of travel – conference attendance, presentation, project meeting, fieldwork, etc.].

Registration fees: [$XXX]

Airfare (including baggage fees): [$XXX] from [airport name] to [airport name]

Mileage: [$XXX] from [starting location] to [ending location] @ $[mileage cost] for [#] of miles

Lodging: [$XXX] per night from [arrival date] to [departure date]

Ground transportation (rental car, cab fare, parking garage, etc.): [$XXX] per day from [arrival date] to [departure date]

Per diem: [$XXX] per day from [departure date] to [return date]

Foreign (if applicable):

1. **Participant Support Costs: $XX,XXX** (*Year 1: $XX,XXX; Year 2: $XX,XXX; Year 3: $XX,XXX; Year 4: $XX,XXX; Year 5: $XX,XXX*)

The proposed budget includes funds for [#] participants/trainees] who will [description of their role in the project].

1. Stipends: [$X,XXX]
2. Travel: [$X,XXX]
3. Subsistence: [$X,XXX]
4. Other: [$X,XXX]
5. **Other Direct Costs: $XX,XXX** (*Year 1: $XX,XXX; Year 2: $XX,XXX; Year 3: $XX,XXX; Year 4: $XX,XXX; Year 5: $XX,XXX*)
6. Materials and supplies: [$X,XXX]

The cost per item is based on (historical purchase price, catalog, etc.).

[List materials/supplies and prices each needed to complete the project]

1. Publication Costs/Document/Distribution: [$X,XXX]
2. Consultant Services: [$X,XXX]
3. Computer Services: [$X,XXX]
4. Subawards/Consortium/Contractual Costs: [$X,XXX]
5. Other – Identify: [$X,XXX]
6. **Total Direct Costs:** **$XXX,XXX** (*Year 1: $XX,XXX; Year 2: $XX,XXX; Year 3: $XX,XXX; Year 4: $XX,XXX; Year 5: $XX,XXX*)
7. **Total Indirect Costs: $XXX,XXX** (*Year 1: $XX,XXX; Year 2: $XX,XXX; Year 3: $XX,XXX; Year 4: $XX,XXX; Year 5: $XX,XXX*)

Coastal Carolina University charges on-campus indirect costs at 49.59% of salaries, wages and fringe benefits and off-campus at 30.58% of salaries, wages and fringe benefits. The US Department of Health and Human Services, serving as the University’s cognizant federal agency, approved these rates on July 1, 2020. Representative Jasvinder Kaur, (301) 492-4855.

1. **Total Direct & Indirect Costs: $XXX,XXX** (*Year 1: $XX,XXX; Year 2: $XX,XXX; Year 3: $XX,XXX; Year 4: $XX,XXX; Year 5: $XX,XXX*)