

NIH Modular Budget Justification

Modular Budget Justification Template

This is a sample template only for NIH Modular Budget Applications and follows the [SF424 R&R forms Version F](#). NIH uses a modular budget format to request up to a total of \$250,000 of direct costs per year (in modules of \$25,000, excluding consortium F&A costs) for some applications, rather than requiring a full detailed budget.

Personnel Justification: The Personnel Justification should include the name, role, and number of person-months devoted to this project for every person on the project. Do not include salary and fringe benefit rate in the justification.

Dr. XXX, Principal Investigator: Dr. XXX is a Professor in the Department of... Dr. XXX is budgeted for XX academic/summer/calendar month in each year of the project. Dr. XXX will

TBD, Research Analyst(s): One research analyst will be hired at XX academic/summer/calendar months. He/She will be responsible for the following...

TBD, Graduate Student(s): The graduate student will devote XX academic/summer/calendar months to the project. He/She will be performing the following...

TBD, Undergraduate Student Technicians: The undergraduates will devote XX academic/summer/calendar months to the project. He/She will be performing the following...

Consortium Justification: If you have a consortium/subcontract, include the total costs (direct costs plus F&A costs), rounded to the nearest \$1,000, for each consortium/subcontract. Additionally, any personnel should include their roles and person months; if the consortium is foreign, that should be stated as well.

Additional Narrative Justification: Additional justification should include explanations for any variations in the number of modules requested annually. Also, this section should describe any direct costs that were excluded from the total direct costs (such as equipment, tuition remission) and any work being conducted off-site.

Modular Personnel Budget Justification Sample

PERSONNEL JUSTIFICATION:

1. Jane Doe, Principal Investigator: 1.8 person months/year Role: PI will oversee all planning and work on the projects. She will be responsible for supervising the student technicians, carrying out key experiments, collecting data/results, and all aspects of dissemination of the work (preparing manuscripts for publication, preparation of presentations for scientific conferences and invited presentations).
2. Undergraduate student technicians (2 technicians, TBA): 4 person months/summer Role: Student technicians will be responsible for performing sample analysis and maintain laboratory records.