

DISCLAIMER: *This is a sample template only for NSF Budget Applications. Page limit is five (5) pages. This template does not include all budget scenarios that you may apply to your project. If any sections below are not part of your requested budget, please either delete or enter "Not Applicable." See the [NSF PAPPG](#) for additional instructions.*

NOTE: *Please fill in any highlighted portions and delete all blue text before finalizing for submission.*

Budget Justification

California State University, Sacramento (Sacramento State)

Project Title: XXX

We request a total of \$XXXX over XXX years to support project costs for Sacramento State.

Sacramento State considers a year to be twelve calendar months consisting of nine academic months (September through May) and three summer months (June through August). The fiscal year is July 1 to June 30.

A. & B. Salaries and Wages

Salaries for all named personnel are based upon current Sacramento State academic and staff salary schedules. All personnel budget calculations include salary range adjustments and promotion and general salary increases as applicable for each year of support in accordance with University policy. General salary increases for staff are anticipated to increase 3%, effective July 1st of each year and 9% promotional increases in the Fall of qualifying semesters.

A. Senior Personnel (\$XXX)

1. **Principal Investigator (\$XXX)**
Dr. XXX will serve as Principal Investigator: Academic Year release time (XX person-months), Academic Year additional employment (XX person-months), and XX summer months. PI XXX will dedicate time to XXX. Dr. XXX is requesting \$XXX.
2. **Co-Principal Investigator (\$XXX)**
Dr. XXX will service as Co-Principal Investigator: Academic Year release time (XX person-months), Academic Year additional employment (XX person-months), and XX summer months. PI XXX will dedicate time to XXX. Dr. XXX is requesting \$XXX.
3. **Faculty Associate(s) (\$XXX)**
Dr. XXX will service as Faculty Associate: Academic Year release time (XX person-months), Academic Year additional employment (XX person-months), and XX summer months. Faculty Associate will dedicate time to XXX. Funding is requested in the amount of \$XXX.

NOTE: *As a general policy, NSF limits the salary compensation requested in the proposal budget for senior personnel to no more than two months of their regular salary in any one year. This limit includes salary compensation received from all NSF-funded grants. If anticipated, any compensation for such personnel in excess of two months must be disclosed in the proposal budget. Justified in the budget justification and must be specifically approved by NSF in the award notice budget.*

FOLLOWING TEXT ONLY REQUIRED WHEN MORE THAN 2/9ths OF SALARY REQUESTED.

The proposed level of commitment for this proposal is appropriate to the scope of work and, given the PI's regular assignment load at this predominantly undergraduate institution, is required to

fulfill the objectives of this large-scale project within the proposed time frame.

B. Other Personnel (\$XXX)

1. Undergraduate Students (\$XXX)

Funding for XXX undergraduate student research assistants is requested for the full duration of the project: XXX hours/week for XXX weeks during the academic year, and XXX hours/week for XXX weeks during summer, per student per year @ \$XX/hour. Research assistants will XXX.

2. Graduate Students (\$XXX)

Funding for XXX graduate student research assistants is requested for the full duration of the project: XXX hours/week for XXX weeks during the academic year, and XXX hours/week for XXX weeks during summer, per student per year @ \$XX/hour. Graduate research assistants will XXX.

3. Other (\$XXX)

Funding for XXX is requested for the full duration of the project: XXX hours/week for XXX weeks during the academic year, and XXX hours/week for XXX weeks during summer, per person per year @ \$XX/hour. XXX will XXX.

C. Fringe Benefits (\$XXX)

Fringe benefits are calculated at the standard Sacramento State rates based on employee type. Fringe benefits for faculty release time is calculated at a rate of XXX% and a 2% escalator is included for subsequent years. The fringe benefit rate for additional employment is calculated at 12% and the student fringe rate is calculated at 10.5%. Fringe benefit rates are reviewed and updated effective July 1st of each year.

D. Equipment (\$XXX)

Items with a unit costs > \$5,000 and a useful life of more than 1 year.

This equipment will... (describe the equipment, how it is used, and the subtotals for each).

E. Travel (\$XXX)

1. Domestic (\$XXX)

Funds are requested each year for project personnel to... (insert the type of travel (e.g. conference, field work, etc.), its relation to the proposed activities, destination, and itemized cost of each trip).

- a. Year 1, \$XXX: costs include airfare (XXX), lodging (XXX), per diem allowance (XXX), ground transportation (XXX), and conference registration (XXX).
- b. Year 2, \$XXX: costs include airfare (XXX), lodging (XXX), per diem allowance (XXX), ground transportation (XXX), and conference registration (XXX).
- c. Year 3, \$XXX: costs include airfare (XXX), lodging (XXX), per diem allowance (XXX), ground transportation (XXX), and conference registration (XXX).

2. International (\$XXX)

Funds requested each year for project personnel to (insert the type of travel (e.g. conference, field work, etc.), its relation to the proposed activities, destination, and itemized cost of each trip; when anticipated, the proposer must enter the names of countries and dates of visit, if known).

- a. Year 1, \$XXX: costs include airfare (XXX), lodging (XXX), per diem allowance (XXX), ground transportation (XXX), and conference registration (XXX).
- b. Year 2, \$XXX: costs include airfare (XXX), lodging (XXX), per diem allowance (XXX), ground transportation (XXX), and conference registration (XXX).
- c. Year 3, \$XXX: costs include airfare (XXX), lodging (XXX), per diem allowance (XXX), ground transportation (XXX), and conference registration (XXX).

Itemized cost example: The total each year includes estimated airfare (\$600 X 1 person X 1 trip = \$600 total), lodging (\$180 X 1 person X 4 nights = \$720 total), per diem allowance (\$62 X 1 person X 4 days = \$244 total), ground transportation (\$300), and conference registration (\$250).

E. Participant Support costs (XXX)

For more on Participant Support Costs see [NSF PAPPG Part II.2.C g.v](#)

1. Stipends (XXX)

Funds in the amount of \$XXX are requested to provide stipends at \$XXX per participant for a total of XXX participants (insert justification)

2. Travel (XXX)

Funds in the amount of \$XXX are requested to provide travel support to XXX participants. Such support includes (insert itemization of travel costs and justification).

3. Subsistence: (XXX)

Funds in the amount of \$XXX are requested to provide subsistence to XXX participants. Such support includes (insert the specific type of support, itemization of the costs, and justification).

4. Other: (XXX)

(Insert the specific type of support, itemization of the costs, and justification).

G. Other Direct Costs (\$XXX)

1. Materials and Supplies (XXX)

Funding is requested each year to purchase Item 1 (\$xxxx) for (provide justification), Item 2 (\$xxxx) for (provide justification).

2. Publication Costs (XXX)

XXX is requested each year to cover the costs of (identify the publication/ documentation/ dissemination activities for which funds are requested).

3. Consultant Services (XXX)

XXX is requested each year to cover the costs of consultant services (identify the consultant's expertise, primary organization affiliation, normal daily compensation rate, number of days of expected service, and if applicable, travel and subsistence).

4. Computer Services (XXX)

XXX is requested each year to cover the costs of (identify items and provide justification).

5. Subawards (XXX):

(Insert the entity's name) will participate as a subrecipient for which \$XXX is requested in year(s) # and #. (Insert a concise description of the work to be performed by the subrecipient).

6. Other (XXX)

(Provide other allowable costs that do not fit in the criteria above).

I. Direct Costs (\$XXX)

Total direct costs for all years are XXX.

J. Indirect Costs/F&A (\$XXX)

Total indirect costs are included at Sacramento State's federally negotiated on-campus rate of 42% of Modified Total Direct Cost base (excluding equipment, participant support costs and subawards > \$25,000) pursuant to its agreement dated June 19, 2019 with the U.S. Department of Health and Human Services.

K. Total Direct and Indirect Costs (XXX)

Total direct and indirect costs for all years total XXX