

BUDGET JUSTIFICATION

	ITEM (A)	DESCRIPTION (B)	AMOUNT (\$) (C)
SALARY & WAGES: Identify each recipient (A), role or responsibilities (B) and dollar amount (C)			
1			
2			
3			
4			
5			
<i>Total Salary & Wages Cost</i>			
CAPITAL AND PERMANENT EQUIPMENT: List of equipment that cost \$5,000 or more; state how the estimate was obtained e.g., vendor quote, catalogue or experience/knowledge (A), name or model (B), and dollar amount (C).			
1			
2			
3			
4			
5			
<i>Total Capital or Permanent Equipment Cost</i>			
EXPENDIBLE SUPPLIES & MATERIALS: Identify field gear e.g., fishing rods, bait & tackle, nets, fish ID guides, crab pots, rain gear, touch tanks, etc. List major items (A), description (B), and dollar amount (C)			
1			
2			
3			
4			
5			
<i>Total Expendable Supplies & Materials Cost</i>			
TRAVEL & TRANSPORTATION: Use this section to itemize expenses for staff or volunteer transportation, including mileage, car rental, fuel, mileage allowance that is based upon the IRS Standard Mileage Rate . List the item (A), reason or other details (B), and dollar amount (C).			
1			
2			
3			
4			

5			
<i>Total Travel & Transportation Cost</i>			
PUBLICATION & DOCUMENTATION: <i>Cost to prepare or reproduce materials to raise public awareness, including brochures, flyers, factsheets, posters, videos, etc. Identify the product (A), brief description (B), and dollar amount (C).</i>			
1			
2			
3			
4			
5			
<i>Total Publication & Documentation Cost</i>			
PROFESSIONAL SERVICES: <i>Identify special services e.g., consultants, graphic design, engineer, etc. Identify the service (A), reason (B) and dollar amount (C).</i>			
1			
2			
3			
4			
5			
<i>Total Professional Services Cost</i>			
OTHER COSTS: <i>Itemize other major costs associated with the project e.g., fishing vessel charter, bus rental, equipment rental, nominal speaker fees, gift cards, etc.</i>			
1			
2			
3			
4			
5			
<i>Total Other Costs</i>			
INDIRECT COSTS/ADMINISTRATIVE FEE: <i>Indirect Cost Rate and Administrative Fee are synonymous for the purpose of this funding opportunity. Indirect Cost Rate and Administrative Fee are limited to 18% (applied against a Modified Direct Cost base), with no on- or off- campus disparity. Identify the cost (A), description including percentage rate (B), and dollar amount (C).</i>			
1			
<i>Total Indirect Cost/Administrative Fee Cost</i>			

COMMENTS: *If necessary, use the space below to provide additional details about these costs.*