

Sample Budget Justification

SENIOR/KEY PERSONNEL:

Principal Investigator(s): _____, is a professor in the Department of _____ at the Regis University. Professor _____ will be responsible for the overall administration and direction of the project.

Research Scientist(s): One Research Scientist [*name*] is budgeted for 1.2 calendar months per year. The Research Scientist will be will be paid a salary rate of \$_____ per year, based on experience.

OTHER PERSONNEL:

Undergraduate Assistant(s) (UG):

One UG assistant is budgeted for 10 hours per week for 16 weeks. The UG assistant will be paid a salary of \$_____per hour based on experience. The UG assistant is also budgeted for mandated benefits at a rate of ____%. The UG is responsible for _____.

Undergraduate Contributor (UC):

One UC contributor will be paid a stipend in the amount of \$_____. This will be paid at the halfway point of the project and at the final completion of the project. As this is a stipend, the UC will not be subject to employee benefits. The UC is responsible for _____.

Annual inflation is budgeted at ____% for all salaries based on the [Consumer Price Index for the Denver-Aurora-Lakewood area](#).

FRINGE BENEFITS:

Fringe benefits are charged as direct costs. Fringe rates set by Regis at the current negotiated rates for budgeting purposes. (FY23 rates: 25% for faculty and exempt employees, 30% for non-exempt employees, 9% for affiliate and student employees).

OTHER DIRECT COSTS:

Equipment: Funds are requested for the following equipment in year 1 of the budget:

- \$X,XXX for a _____ for the purpose of _____.

Domestic Travel: Funds are budgeted for the [PI, Co-I, or RA] to attend either one domestic conference per year of this project to present research results and/or to travel to collaborate with colleagues. Approximate travel costs are as follows:

Item	Amount
Airfare	\$1,600
Lodging	\$700
Meals & Incidentals	\$400
Light Rail to/from airport	\$22
Subtotal Costs	\$2,722
Number of Person Trips	1
Total Costs	\$2,722

Materials and Supplies: are budgeted at \$_____yr in Y1, and \$_____ in Year 2. The money will be spent on _____. Due to the fundamental research nature of the project, materials costs are estimated based on the PI's knowledge of prior projects of similar scope, and no further breakdown of materials is available.

Subawards: _____ [Institution/University] will be a sub-awardee under this project. The costs associated for the subaward are \$_____ for the period of ____ through _____. The sub-awardee will be responsible for _____.

INDIRECT COSTS:

In accordance with Regis's negotiated rate agreement with the Office of Health and Human Services the **Facilities and Administrative (F&A)** rate for FY23-24 is 40.0% on a Modified Total Direct Costs (MTDC) basis unless the rate becomes renegotiated. MTDC includes total direct costs exclusive of graduate research assistants' tuition, capital equipment, participant support costs, and that portion of sub-award agreements over \$25,000. The FY23-24 rate is also used in budgeting subsequent years.