**Budget Justification**

*(fill in details for each category; if none, delete that section from the document, for the dollar amounts DO NOT include cents. Please delete sections that do not apply to your budget.)*

**Personnel**

In accordance with 2 CFR 200, Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards, Purdue University tracks and reports its professional personnel on a percent of effort and not on an hourly basis. Salaries are adjusted by standard University inflation rates each fiscal year (July 1): 3% for faculty, 2.5% for professional/technical assistants, and 2% for post docs, graduate/undergraduate students and service staff.

*List name(s), title, budgeted time commitment, and responsibilities within each category*

Principal Investigator –

CoPI –

Senior Personnel –

Grad/Undergrad Students –

**Fringe Benefits**

Fringe benefits are budgeted in accordance with university policy as follows:

Faculty 28.1%

Post-Doc 32.9%

Professional 33.2%

Grad Student 7.5%

Undergrad 8.3%

Technician 50.2%

Clerical 59.3%

Service 61%

**Consultants**

*Who? What Company? Responsibilities? Rate of pay?*

**Sub-Contract**

*Who? What Company/University?Responsibilities? break out separately if more than one.*

**Travel**

*Foreign or domestic; where? What rates were used for hotel, per diem, airfare, mileage, etc?*

**Supplies**

*List breakdown of items with costs and primary use. If computers are budgeted this should be stated with specific details about the need and use of the computers. Computers are considered general purpose items and should have unlike circumstances justified, clarifying that the computer will only be used on this project.*

The purchase of office equipment, furniture and other general purpose equipment is usually unallowable as a direct cost. See Equipment at this link: <https://www.purdue.edu/business/costing/BPM/CAS_Guidelines/cost2.html>

**Equipment**

*List breakdown of items with costs and primary use. (only equipment costing $5,000 or more is justified in this area excluding software)*

**Other Costs**

*List breakdown of items and costs for each applicable category; give detail where possible.*

*Grad Fee Remissions – ONLY FOR NON-CLA GRADS Fee Remissions are budgeted in accordance with university policy.*

*human subjects (how many? how much each?),*

*trainee/participant costs (number of trainees, stipends, subsistence, travel, tuition/fees, etc),*

*publications*