**Blank Template**

*Unless otherwise noted, the budget justification is limited to a maximum of five pages.*

***ANY INSTRUCTIONS IN RED and/or ITALIC TEXT SHOULD BE REMOVED BEFORE UPLOAD.*** *Skip to page 2 if you would like detailed instructions for budget justifications.*

**NSF Budget Justification**

1. **Senior Project Personnel Salaries and Wages**

Must include this statement: Yeshiva University defines a year as fiscal year, which is the consecutive 12-month period beginning July 1 and ending June 30.

**B. Other Personnel**

**C. Fringe Benefits**

Yeshiva University fringe benefit rates are 27.6% for full time faculty and employees. Fringe benefits rates are 11.4% for half time faculty and employees. YU’s rates are available at: <https://www.yu.edu/sponsored-programs/institutional-information>

**D. Equipment**

**E. Travel**

1. **Domestic**
2. **Foreign**

**F. Participant Support Costs**

**G. Other Direct Costs**

1. **Materials and Supplies**
2. **Publication/Documentation**
3. **Consultant Services**
4. **Computer Services**
5. **Sub-awards**
6. **Other** 
   1. **Tuition**
   2. **Rent of facilities**
   3. **Workshop costs**
   4. **Etc.**

**H. Total Direct Costs (Optional)**

Total direct costs for all four years will equal to $X.

**I. Indirect Costs**

Indirect cost rates are based on the applicable federally negotiated rates. As of 05/05/2023, 50% on-campus rate is in effect. Cognizant Federal Agency Darryl W. Mayes, Deputy Director, Cost Allocation Services, DHHS. Contact person: Michael Leonard, HHS Representative, (212) 264-2069.

**Budget Justification Guide**

**BUDGET JUSTIFICATION*: EXAMPLE WITH INSTRUCTIONS.***

***Page 2 through 5 may be deleted if you’re familiar with NSF Budget Justifications.***

**A. Senior Personnel** *(includes PI and Co-PIs)*

*For each person, it is recommended that the following be included for clarity.*

1. *Role, position, and suitability to project*

Professor Smith will serve as PI on this project. A Professor of Biology at Yeshiva University, he has researched EXPERTISE extensively. *Enter relevant work or accomplishment here, which shows suitability to project*.

1. *List specific role in project, e.g., directing the project, contributing a specific expertise, showing how this is the best person to lead the project.*
2. *Commitment of effort to project*

Dr. Smith is committed to the project for 2 summer months per year. *NSF forms request commitment be listed in academic (9 month), summer, or calendar months. Personnel with no salary request may not be listed in the budget; their expertise may be listed in the Facilities section.*

***Note: There is a limit of 2 months total per PI for ALL of their NSF proposals, which may not be exceeded without prior NSF approval.*** You may include the total salary amount for the project in any area of the Senior Personnel section. *Please remember to include a comment stating salary escalation for subsequent years, as natural rate of inflation can cause a multi-year project to become underfunded in the later years. YU traditionally uses a 2% increase for all salaries for each year.*

**Example:**

**A. Senior Personnel**

Dr. Jane Smith will serve as PI on this project. An Associate Professor of the Department of Mathematics at Yeshiva University, she has been funded for several NSF education initiatives integrating mathematics and computer science for college and pre-college students, and is noted for her work in … (*you may include area of expertise, notable accomplishments, especially those that are relevant to the project*). Her expertise in computational programming **will assist in the project goal** of advancing underrepresented students in the STEM fields. Dr. Smith is committed to the project for 2 summer months per year.

Professor John Doe of UNC (subcontractor), is committed for 0.5 summer months, respectively. He is a leader in his own field and will assist the project in through data collection and distribution.

**B. Other Personnel** *(includes non-key personnel, that is, members who will not be playing a leadership role, but will contribute through their labor, such as graduate students, postdocs, technicians, and administrative staff) Please make sure to always add the following statement for personnel* *”Yeshiva University defines year as fiscal year, which is the consecutive 12-month period beginning July 1 and ending June 30”.*

**Example:**

Dr. Smith requests one postdoctoral associate from education to assist in the instruction of the content. The postdoc will be recruited to commit 100% of their time at the salary of $60,000 in the first two years. The postdoc will be responsible for applying mathematical concepts to basic computer programming.

*\*You should check NSF websites for salary minimums for graduate and postdoctoral students. You may also want to check New York State wage and salary laws.*

**C. Fringe Benefits**

*Fringe Benefits change yearly, and should be confirmed before submitting your budget to OSP. Updated rates may be found on the Office of Sponsored Programs website:* [*https://www.yu.edu/sponsored-programs/institutional-information*](https://www.yu.edu/sponsored-programs/institutional-information)*. We recommend using the blanket statement as seen in the example section below.*

* *Employees, Faculty, and Post docs who are* ***fulltime*** *have a 27.6% benefit rate applied to academic & summer year effort.*
* *Employees, Faculty, and Post docs who are* ***halftime*** *have a 11.4% benefit rate applied to academic & summer year effort.*
* *Graduate, undergraduate students, and part time personnel (who are classified as 20 hrs per week) are calculated at half-time 11.4%.*

*Example:*

Yeshiva University fringe benefit rates are 27.6% for full time faculty and employees. Fringe benefits rates are 11.4% for half time faculty and employees. YU’s rates are available at: <https://www.yu.edu/sponsored-programs/institutional-information>

**D. Equipment** *(items of durable value exceeding $5,000)*

*List the equipment you are requesting for the project. Include model no. and price quotes from a reputable source, listing name of source. Explain the necessity of the equipment to the project, and how this item will be used by the different parties in the proposal*.

**E. Travel**

*List total amount requested for each year, with breakdown of expenses, e.g., airfare, hotel, per diem, and mileage reimbursement. If you know which conferences you will be attending, providing details would be very essential, as this is one gauge of the breadth of work you will be doing, presenting results and participating in academic exchange. Please specify domestic or international travel and include reasonable amounts. Please read the Opportunity Announcement carefully to ensure that you’ve included any required travel, for instance for the PI to travel to NSF-sponsored events relevant to the project.*

*Example:*

The total estimated amount of $15,000 is budgeted for travel expenses to attend relevant conferences and workshops and present findings. This includes $2,000 for Drs. Smith to travel to the NSF as required to present research results. It would cover airfare, hotel, and per diem. Dr. Smith also requests $3,000 total per year for both domestic with her graduate student. Domestic travel is budgeted to cover airfare, hotel, and per diem. Possible conferences include the ACM Symposium on Mathematical Instruction Research, Bellairs Winter Workshop on Impact of Math in STEM for Girls, and the Canadian Conference on Computational Mathematics.

**F. Participant Support Costs**

*(A participant is defined as an educational participant, someone who is not bound by contract in the way an employee is to produce a specific product. Usually the participant is participating in an educational capacity, and benefits from the project’s educational goals.)*

* List the stipend each participant will have, and what expenses are figured into the provision of the stipend.
* List amount allotted for travel. Do not add this amount to the amount listed in “E. Travel,” which is for key personnel and other personnel. Explain the purpose of the travel.
* List amount allotted for subsistence, which could be a food per diem. Specify the period for which you are providing assistance for subsistence.
* List any other expense associated for the participants, and how this is relevant and necessary to the project (e.g., supplies, printing of materials, etc.).

**G. Other Direct Costs**

G.1. Supplies: *Expenditures budgeted for this proposal are costs that can be identified specifically with this particular sponsored project and are required in the direct performance of the research. These expenses include applicable laboratory supplies.*

*Example:*

To accomplish the work needed to purchase computer supplies for instructing in math will include four handheld devices and pointers to service instruction. Estimates are based on prior experience. $48,000 is requested for supplies.

G.2. Publication Costs: *Many journals require a per-page or per-article publication cost, and these fees should be paid for through your grant. Other publication costs, including posters for meetings, should also be included.*

*Example:*

We request the amount of $800 per year to publish the results of our study. We project that results will be verifiable and provide data that will produce information that will be disseminated through conferences and publications in journals. The amount of $800 per year will cover journal page costs and production of posters for research meetings. $1,600 is requested for publication for year 2 and 3.

G.3. Consultant Services: *Please make sure that consultants are well justified and that you have also included a letter of intent for all consultants, with a scope of work. All consultants must be external to YU. Neither YU faculty nor staff can serve as a consultant on the proposed project.*

*Example:*

The PI will employ an outside source to provide evaluation and input into the impact of integrating mathematics and computer science for college and pre-college students. The evaluator will devote 5 hours per year to the project. $4,000 is requested for the consultants.

G.4. Computer Services: *Make certain that the need for any computer-related expenses are justified by the project, and make sure that you remember to include the cost of any software necessary for the project.*

Example:

Yeshiva University maintains a full-service computing environment to support research and instruction. For hardware, computing facilities have available four Sun Enterprise-250 servers (1-2 gb of main memory each), 3 Sun 240s (2 GBs of memory each), a NetApp file server (1 Terabytes), 45 linux servers dedicated to course support, and about 20 workstations. The cost for each Computer Science faculty member is $620 and for each graduate research assistant is $310, for a total of $930. Basic computer services are included in the overhead of the College of Arts and Sciences.

G.5. Subawards: *NSF requires subcontracts to submit separate budget with budget justification. If you have a subcontractor, request these items and ensure they submit a detailed budget and justification on the correct forms.*

*Example:*

A subcontract to UNC in the amount of $80,000 total for three years as described in the budget and budget narrative for the subcontractor. The PI of this subcontract is John Doe.

G.6. Other: *The “Other” category includes expenses that will be covered by the grant but does not fall under the categories above. Things like Data Management fees.*

**H. Total Direct Costs**

This is an optional section that you may include in your budget justification. The total amount of direct costs requested in the budget, to include Lines A through G, must be entered on Line H. Please make sure that all items in lines A through G equal to this amount.

Example:

Total direct costs for all four years will equal to $370,600.

**I. Total Indirect Costs** *(Facilities and Administrative Costs)*

*These rates vary by campus and generally are updated every year; they can be checked at the following website:* [*https://www.yu.edu/sponsored-programs/institutional-information*](https://www.yu.edu/sponsored-programs/institutional-information)

*A blanket statement can just be copied here.*

*Example:*

Indirect cost rates are based on the applicable federally negotiated rates. As of 05/05/2023, 50% on-campus rate is in effect. Cognizant Federal Agency Darryl W. Mayes, Deputy Director, Cost Allocation Services, DHHS. Contact person: Michael Leonard, HHS Representative, (212) 264-2069.