



# Budget Template and Narrative

---

## Budget Template and Narrative

---

The budget cost categories have been categorized as explained below:

### **1. Personnel Costs**

This budget line will cover the necessary staff required for award implementation. Staff costs should be supported by institutional policies and contracts. Positions required should be clearly specified, including the duration of service expected and the rate charged. This should be limited to 15% of the direct award costs

### **2. Travel Costs**

The grant shall only cover travel costs related to the scope of the project. There is flexibility for applicants to focus resources on critical research areas that are not ring fenced.

### **3. Materials and Consumables**

These are costs for consumable items such as animals, lab supplies, clinical supplies, glassware, chemicals, reagents, etc. used directly while conducting the scope of work for the award.

### **4. Equipment**

Equipment refers to items that have a life longer than one year. This line includes the cost of purchasing equipment including laptops and or software and related costs such as installation that is needed to implement the project. These items shall be charged at cost. Depreciation costs are not allowable.

### **5. Subcontracts**

No awardee is permitted to make sub-grants, but all awardees will be permitted to contract for services, up to a maximum of \$20,000 USD. Please be aware that this limit

---

applies to funds paid by an awardee to any other organization (or an individual employed at another organization) as a subcontractor, including payments to Co-PIs working at another organization.

### **6. Other Research Costs**

These are direct research costs that are specific to the program but are not part of the other budget categories. These costs should be very specific and direct to the award.

### **7. Institutional administrative costs**

These costs cover all direct and indirect administrative costs for managing the grants within the host institutions. This should be limited to 10% of the direct award costs.

*Please note that the calculation for indirect costs should be supported by the Institutional policies.*

### **8. Other Notes**

**Budget justification** is a categorical description of the proposed costs. It explains why items are essential in relation to the aims and methodology of the project as well as meeting the goals of the project. Explain the line items. Do not merely restate the **proposed** expenditure. Provide detail sufficient to **justify** the rationale for acquiring the item under the **proposed** project.

## Budget Template

Please complete a high-level budget with the below categories.

	Estimated Budget
Personnel (including salary, fringe benefits, tuition, or other direct compensation)	
Subcontracts, if applicable. Please list separately if more than one.	
Subgrants, if applicable. Please list separately if more than one.	
Capital Assets/Equipment	
Travel	
Supplies	
Other Expenses	
Indirect Costs (please review the Indirect Cost Policy document)	
<b>Total</b>	

## Budget Narrative

Please provide one (1) paragraph to explain the major cost drivers in your budget and how costs relate to planned activities and target outcomes.