**Montclair State University**

**Sample Non-Federal Budget Justification**

**[Title of Project]**

**[Principal Investigator/Project Director]**

**REQUESTED FUNDS**

1. **Senior Personnel:**
	1. **Principal Investigator-** *Insert Name*, *Degree*, with a \_\_\_\_\_ month appointment, and an annual salary of $\_\_\_\_\_\_\_\_\_\_\_requests \_\_\_\_\_\_ months of summer salary in years \_\_\_\_. Additionally, the PI requests \_\_\_\_ course(s) of faculty release time (1.25 AY months) at 12.5 % of their appointed salary in years\_\_\_\_. An annual 3.5% projected cost of living increase is included for the PI. Montclair State University defines year as fiscal year, which is the consecutive 12-month period beginning July 1 and ending June 30. The PI will\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[detail the PI’s role in the project, 1-3 sentences]***.
	2. **2. Co-Investigator -** *Insert Name*, *Degree*, with a \_\_\_\_\_ month appointment, and an annual salary of $\_\_\_\_\_\_\_\_\_\_\_requests \_\_\_\_\_\_ months of summer salary in years \_\_\_\_. Additionally, the Co-I requests \_\_\_\_ course(s) of faculty release time (1.25 AY months) at 12.5 % of their appointed salary in years\_\_\_\_. An annual 3.5% projected cost of living increase is included for the Co-I. Montclair State University defines year as fiscal year, which is the consecutive 12-month period beginning July 1 and ending June 30. The Co-I will\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[detail the Co-I’s role in the project, 1-3 sentences]***.

**Total Senior Personnel: $\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Other Personnel:**
	1. **Undergraduate/Graduate Student Worker(s)** will receive academic year wages of $\_\_\_\_\_\_\_\_\_ calculated at $\_\_\_\_ per hour x \_\_\_\_hours x \_\_\_\_\_ weeks x \_\_\_\_ student(s). A 2.5% projected cost of living increase is included for the student worker(s) in year(s) \_\_\_\_\_. These students will be responsible for ***[two to three lines describing responsibilities]***.

Summer hourly wages for the student worker(s) are $\_\_\_\_\_\_\_\_ calculated at $\_\_\_\_ per hour x \_\_\_\_hours x \_\_\_\_\_ weeks x \_\_\_\_\_\_student(s). A 2.5% projected cost of living increase is included in year(s) \_\_\_\_\_. These students will be responsible for ***[two to three lines describing responsibilities]***.

* 1. **Graduate Assistant(s)** will work 20 hours per week. The GA will receive an academic year stipend of $\_\_\_\_\_\_\_\_\_\_ in years\_\_\_\_\_\_. These students will be responsible for ***[two or three lines describing responsibilities]***.

Summer hourly wages for Graduate Assistant(s) are $\_\_\_\_\_\_\_\_\_ calculated at $\_\_\_\_ per hour x \_\_\_\_hours x\_\_\_\_\_ weeks x \_\_\_\_ student(s). These students will be responsible for ***[two to three lines describing responsibilities]***.

* 1. **Post-Doctoral Fellow(s)** will receive an annual salary of $\_\_\_\_\_\_\_\_\_\_\_. A 3% projected cost of living increase is included for the postdoc in year(s) \_\_\_\_\_. The postdoc will\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[detail the postdoc’s role in the project]****.*

 **Total Other Personnel: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Fringe Benefits**: Fringe benefits are calculated at Montclair’s federally negotiated rates. Full-Time Personnel are calculated at Montclair’s federally negotiated rate of 28.1%. Part-time and summer fringe benefits for temporary/part-time staff and summer faculty salary are calculated at 9.2%. Fringe benefits for Post-Doctoral Fellows are calculated at 14.8%. Fringe benefits for undergraduate and graduate student worker(s) and GAs are calculated at 1.1%.

**Total Fringe Benefits: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Salary, Wages & Fringe Benefits: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Equipment *[this line item should be used for equipment over $5,000]*:**

This includes: ***[Important: itemize and detail all individual equipment and amounts of each to be purchased for the proposed project and the need/justification for that particular piece of equipment]****.*

**Total Equipment: $ \_\_\_\_\_\_\_\_\_\_\_\_**

1. **Travel:**

**1. Domestic travel**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is requested to cover the costs of travel to **[*detail domestic travel costs including lodging, air travel, local transportation, and per diem – if destination is known use standard government rates as listed at gsa.gov*]**.

**2. Foreign travel:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is requested to cover the costs of travel to **[*detail foreign travel costs including lodging, air travel, local transportation, and per diem – if destination is known use standard government rates as listed at state.gov*]***.*

**Total Travel $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Other Direct Costs:**
2. **Materials and Supplies:** $\_\_\_\_\_\_\_\_\_\_\_\_\_ is requested to cover materials and supplies. This includes: ***[three to four lines detailing all individual supplies and amounts. In some cases, a rate x quantity schedule may be required]***.
3. **Publication/Documentation/Dissemination:** $\_\_\_\_\_\_\_\_\_\_\_\_ is requested to cover the costs to produce ***[include two or three lines detailing products]***.
4. **Consultants:** $\_\_\_\_\_\_\_\_\_\_\_\_ is requested to cover consultant service fees. The fees are $\_\_\_\_\_\_\_ per day for \_\_\_\_\_ days, totaling $\_\_\_\_\_\_\_\_. The consultant will be ***[two to three lines describing role in the project]***.
5. **Computer Services:** $\_\_\_\_\_\_\_\_\_\_\_\_ is requested to cover computer services costs.
6. **Human Subjects Incentives:** $\_\_\_\_\_\_\_\_\_\_\_\_ is requested for incentive payments for human subjects. ***[Include two to three lines describing number of participants and compensation]***.
7. **Sub-Awards: *[list the total amount of sub-awards being requested]***
8. **Graduate Assistant Tuition** of $\_\_\_\_\_\_\_\_\_\_\_is requested for this project. Tuition is calculated at Montclair’s established rate and increased by 3% in each year.
9. **Other:**

**Total Other Direct Costs: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Total Direct Costs (A-G): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Indirect Costs: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Indirect costs are calculated at the sponsor-approved rate of \_\_\_\_ of ***(select total project costs or total direct costs).***

***OR***

Indirect costs are not allowed per sponsor guidelines.

1. **Total Direct and Indirect Costs: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Montclair State University**

**Sample Budget Justification**

**[Title of Project]**

**[Principal Investigator/Project Director]**

**MATCHING FUNDS**

1. **Senior Personnel:**
	1. **Principal Investigator-** *Insert Name*, *Degree*, with a \_\_\_\_\_ month appointment, and an annual salary of $\_\_\_\_\_\_\_\_\_\_\_will contribute \_\_\_\_\_\_ months of summer salary in years \_\_\_\_. Additionally, the PI will contribute \_\_\_\_ course(s) of faculty release time (1.25 AY months) at 12.5 % of their appointed salary in years\_\_\_\_. An annual 3.5% projected cost of living increase is included for the PI. Montclair State University defines year as fiscal year, which is the consecutive 12-month period beginning July 1 and ending June 30. The PI will\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[detail the PI’s role in the project, 1-3 sentences]***.
	2. **Co-Investigator -** *Insert Name*, *Degree*, with a \_\_\_\_\_ month appointment, and an annual salary of $\_\_\_\_\_\_\_\_\_\_\_will contribute \_\_\_\_\_\_ months of summer salary in years \_\_\_\_. Additionally, the Co-I will contribute \_\_\_\_ course(s) of faculty release time (1.25 AY months) at 12.5 % of their appointed salary in years\_\_\_\_. An annual 3.5% projected cost of living increase is included for the Co-I. Montclair State University defines year as fiscal year, which is the consecutive 12-month period beginning July 1 and ending June 30. The Co-I will\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[detail the Co-I’s role in the project, 1-3 sentences]***.

**Total Match Senior Personnel: $\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Other Personnel:**
	1. **Undergraduate/Graduate Student Worker(s)** will receive academic year wages of $\_\_\_\_\_\_\_\_\_ calculated at $\_\_\_\_ per hour x \_\_\_\_hours x \_\_\_\_\_ weeks x \_\_\_\_ student(s). A 2.5% projected cost of living increase is included for the student worker(s) in year(s) \_\_\_\_\_. These students will be responsible for ***[two to three lines describing responsibilities]***.

Summer hourly wages for the student worker(s) are $\_\_\_\_\_\_\_\_ calculated at $\_\_\_\_ per hour x \_\_\_\_hours x \_\_\_\_\_ weeks x \_\_\_\_\_\_students(s). A 2.5% projected cost of living increase is included in year(s) \_\_\_\_\_. These students will be responsible for ***[two to three lines describing responsibilities]***.

* 1. **Graduate Assistant(s)** will work 20 hours per week. The GA will receive an academic year stipend of $\_\_\_\_\_\_\_\_\_\_ in years\_\_\_\_\_\_. These students will be responsible for ***[two or three lines describing responsibilities]***.

Summer hourly wages for Graduate Assistant(s) are $\_\_\_\_\_\_\_\_\_ calculated at $\_\_\_\_ per hour x \_\_\_\_hours x\_\_\_\_\_ weeks x \_\_\_\_ student(s). These students will be responsible for ***[two to three lines describing responsibilities]***.

**3. Post-Doctoral Fellow(s)** will receive an annual salary of $\_\_\_\_\_\_\_\_\_\_\_. A 3% projected cost of living increase is included for the Postdoc in year(s) \_\_\_\_\_. The Postdoc will\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[detail the Postdoc’s role in the project]****.*

 **Total Match Other Personnel: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Fringe Benefits**: Fringe benefits are calculated at Montclair’s federally negotiated rates. Full-Time Personnel are calculated at Montclair’s federally negotiated rate of 28.1%. Part-time and summer fringe benefits for temporary/part-time staff and summer faculty salary are calculated at 9.2%. Fringe benefits for Post-Doctoral Fellows are calculated at 14.8%. Fringe benefits for undergraduate and graduate student worker(s) and GAs are calculated at 1.1%.

**Total Match Fringe Benefits: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Match Salary, Wages & Fringe Benefits: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Equipment *[this line item should be used for equipment over $5,000]*:**

This includes: ***[Important: itemize and detail all individual equipment and amounts of each to be purchased for the proposed project and the need/justification for that particular piece of equipment]****.*

**Total Match Equipment: $ \_\_\_\_\_\_\_\_\_\_\_\_**

1. **Travel:**
2. **Domestic travel**: Montclair will contribute to cover the costs of travel to **[*detail domestic travel costs including lodging, air travel, local transportation, and per diem – if destination is known use standard government rates as listed at gsa.gov*]**.

**2. Foreign travel:** Montclair will contribute to cover the costs of travel to **[*detail foreign travel costs including lodging, air travel, local transportation, and per diem – if destination is known use standard government rates as listed at state.gov*]***.*

**Total Match Travel $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Other Direct Costs:**
2. **Materials and Supplies:** Montclair will contribute to cover materials and supplies. This includes: ***[three to four lines detailing all individual supplies and amounts. In some cases, a rate x quantity schedule may be required]***.
3. **Publication/Documentation/Dissemination:** Montclair will contribute to cover the costs to produce ***[include two or three lines detailing products]***.
4. **Consultants:** $\_\_\_\_\_\_\_\_\_\_\_\_ is requested to cover consultant service fees. The fees are $\_\_\_\_\_\_\_ per day for \_\_\_\_\_ days, totaling $\_\_\_\_\_\_\_\_. The consultant will be ***[two to three lines describing role in the project]***.
5. **Computer Services:** Montclair will contribute to cover computer services costs.
6. **Human Subjects Incentives:** Montclair will contribute for incentive payments for human subjects. ***[Include two to three lines describing number of participants and compensation]***.
7. **Sub-Awards: *[list the total amount of sub-awards being requested]***
8. **Graduate Assistant Tuition** of $\_\_\_\_\_\_\_\_\_\_\_ will be paidby Montclair for this project. Tuition is calculated at Montclair’s established rate and increased by 3% in each year.
9. **Other:**

**Total Match Other Direct Costs: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Total Match Direct Costs (A-G): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Total Match Indirect Costs: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Indirect costs are calculated at the sponsor-approved rate of \_\_\_\_ of ***(select total project costs or total direct costs.***

***OR***

Indirect costs are not allowed per sponsor guidelines.

1. **Total Match Direct and Indirect Costs: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**