**BUDGET JUSTIFICATION TEMPLATE**

**(MODULAR BUDGET FORM)**

SF424 (R&R) – Version F

Last revised 6/10/20

**Content Instructions**

* Personnel Justification:
* List all personnel, including names, percent effort (use the [Person Months metric](https://grants.nih.gov/grants/glossary.htm#PersonMonths)), and roles on the project.
* Do not provide individual salary information. You must use the current legislatively imposed salary limitation when estimating the number of modules. For additional guidance on current salary limitations, contact your UVM [Sponsored Project Administration](https://www.uvm.edu/spa).
* Administrative, Secretarial, and Clerical Support Salaries: In most circumstances, the salaries of administrative, secretarial, or clerical staff at educational institutions and nonprofit organizations are included as part of indirect costs. However, examples of situations where direct charging of these salaries may be appropriate may be found at [45 CFR 75.403](https://www.ecfr.gov/cgi-bin/text-idx?SID=22e841b836b64c2a679a9038cd8d7767&mc=true&node=se45.1.75_1403&rgn=div8).
* Inclusion of such costs may be appropriate only if all of the following conditions are met:
* Administrative or clerical services are integral to a project or activity;
* Individuals involved can be specifically identified with the project or activity;
* Such costs are explicitly included in the budget or have prior written approval of the federal awarding agency; and
* The costs are not also recovered as indirect costs.
* Requests for direct charging for administrative, secretarial, or clerical personnel must be appropriately justified here in the "Personnel Justification." For each individual classified as administrative/secretarial/clerical, provide the name; percent effort; role; and a justification documenting how they meet all four conditions. NIH ICs may request additional information for these positions in order to assess allowability.
* Graduate student compensation: NIH grants also limit compensation for graduate students. Compensation includes salary or wages, fringe benefits, and tuition remission. While actual institutional-based compensation should be requested and justified, this may be adjusted at the time of award. This limit should also be used when estimating the number of modules. For more guidance on this policy, see the [NIH Grants Policy Statement, Section 2.3.7.9: Graduate Student Compensation](https://grants.nih.gov/grants/policy/nihgps/HTML5/section_2/2.3.7_policies_affecting_applications.htm#Graduate).
* Consortium Justification: *(if applicable, this is a* ***separate*** *attachment)*
* Provide an estimate of total consortium/subaward costs (direct costs plus indirect [F&A] costs) for each budget period, rounded to the nearest $1,000.
* List the individuals/organizations with whom consortium or contractual arrangements have been made and indicate whether the collaborating institution is foreign or domestic.
* List all personnel, including names, percent effort (use Person Months metric), and roles on the project.
* Do not provide individual salary information.
* Additional Narrative Justification: *(if applicable, this is a* ***separate*** *attachment)*
* The Additional Narrative Justification is not needed in applications to FOAs with direct cost limits that do not spread evenly across budget periods (e.g., R21 FOAs that allow $275,000 in direct costs over two years).
* If the requested budget requires any additional justification (e.g., variations in the number of modules requested), include that information in the Additional Narrative Justification attachment. If you have a quote(s), you may include it here.
* Additional justification should include explanations for any variations in the number of modules requested annually. Also, this section should describe any direct costs that were excluded from the total direct costs (such as equipment, tuition remission) and any work being conducted off-site, especially if it involves a foreign study site or an off-site F&A rate.
* If your direct costs are greater than $250,000 per year, you are using human fetal tissue from elective abortions, or are not applying for a research grant or their cooperative agreement equivalent (i.e. SBIR/STTR applications), you cannot use a Modular Budget so do not use this Modular Budget Justification Template. Instead use the Budget Justification (R&R Budget Form) Template.

**Review Criteria and/or Questions to Consider**

* Are the costs ***necessary*** and ***reasonable*** to complete the proposed work as described? Are they justified by the aims and methods proposed?
* Are the person months listed for each senior/key personnel in sync with the monetary figures and research proposed?
* Do cost estimates suggest the PI understands the scope of their work? Is there significant over- or under-estimating?

**Suggested outline**

We have provided a suggested outline on the third page of this document. If you would like, you can enter your text directly below each subsection header. This document is already formatted appropriately (0.5 inch margins, Arial font, 11 point text). Just delete the first and second page and you are on your way to a complete draft! (Explanatory comments are in blue and should be deleted.)

**PERSONNEL JUSTIFICATION**

(Do not include salary and fringe benefit rate in the justification, but keep in mind the legislatively mandated [salary cap](https://grants.nih.gov/grants/policy/salcap_summary.htm) when calculating your budget.)

**name, PhD – Principal Investigator (xx calendar months)**

*justification here*

**name, MD – Co-Investigator (xx calendar months)**

*justification here*

**CONSORTIUM JUSTIFICATION**

***(if applicable – copy and paste this consortium justification template into a new document)***

***Location 1:*** *justification here*

***Personnel:***

**name, MD – role (xx calendar months)**

*justification here*

**name – role (xx calendar months)**

*justification here*

***Location 2:*** *justification here*

***Personnel:***

**name, MD – role (xx calendar months)**

*justification here*

**name – role (xx calendar months)**

*justification here*

**ADDITIONAL NARRATIVE JUSTIFICATION**

***(if applicable – copy and paste this additional narrative justification template into a new document)***