

## **Budget Justification Checklist**

The Budget narrative should provide a description of how the funds requested will successfully support the project. Please use this check-list to ensure that the Budget Justification section of the proposal is correct. Note: Not all items or questions will be relevant to your proposal.

### **Salaries and Wages**

1. Is each individual identified by name and position?
2. Are time commitments in person months stated for each position?
3. Are the total charges for each person listed along with an explanation of how the costs were calculated?
4. Do the time commitments and charges appear to be reasonable?
5. Are any salary/personnel costs unallowable? (i.e., federal employees or legislative personnel)

### **Fringe Benefits**

1. Are fringe benefits for each person identified as a separate item?
2. Are the total charges for each person listed along with an explanation?
3. Do the fringe benefits and charges appear reasonable?

### **Travel (See policy [BUSF 1.00](#))**

1. For foreign, domestic and local travel, is each trip listed along with the destination, method of travel, estimated mileage, cost per mile, duration, and per-diem rate for meals and lodging?
2. If actual trip details are unknown, what is the basis for the proposed travel charges?
3. Is the requested travel directly relevant to the successful completion of the project?
4. Are the travel charges reasonable?
5. Contingency or miscellaneous charges may not be included!

### **Supplies (See policy [BUSF 7.00](#))**

1. Are supplies itemized by type of material or nature of expense?
2. For general office, business supplies or other specific supply categories, is the total charge listed along with the basis for the charge (i.e., the number of units, cost per unit)?
3. Are the charges necessary for the successful completion of the project?
4. Are the charges reasonable?
5. Are disallowed costs excluded?
6. Contingency and miscellaneous charges may not be included!

### **Equipment**

1. Is each item of equipment listed?
2. Is there a description of how it will be used in the project?
3. For each item of equipment, are the number of units, cost per unit and total cost specified?
4. Is each item of equipment necessary for the successful completion of the project?
5. Are the charges for each item reasonable?

### **Other**

1. Are other items listed by type of material or nature of expense?
2. For each charge, are the number of units, cost per unit and total cost specified?
3. Are the charges necessary for the successful completion of the project?
4. Is each item necessary for the successful completion of the project?
5. Are the changes for each item reasonable?

NOTE: All personnel transactions and expenditures must be made in accordance with University policies and procedures. It is the responsibility of the principal investigator to ensure compliance with all regulations.