**Budget Justification**

University of Maryland

**Senior/Key Personnel: $$$**

* *Principal investigator (PI)*: Dr. Testudo will [list all activities the PI will undertake or is responsible for]. Dr. Testudo’s base salary is $$$, and they will commit X% effort in years 1 – X. **Total Requested Salary: $$$**.
* *Co-PI*: Dr. Terrapin will [list all activities the Co-PI will undertake or is responsible for]. Dr. Terrapin’s base salary is $$$, and they will commit X% effort in years 1 – X. **Total Requested Salary: $$$**.
* And so on…

**Other Personnel: $$$**

* *Postdoctoral Associate*: Dr. Turtle will [list all activities the Postdoctoral Associate will undertake or is responsible]. Dr. Turtle’s base salary is $$$, and they will commit X% effort in years 1 – X. **Total Requested Salary: $$$**.
* *Graduate Research Assistant*: Painted Turtle will [list all activities the Graduate Research Assistant will undertake or is responsible]. Painted Turtle’s base salary is $$$, and they will commit X% in years 1 – X. **Total Requested Salary: $$$**.
* *Faculty Assistant*: Box Turtle will [list all activities that the Faculty Assistant will undertake or is responsible for]. Box Turtle’s base salary is $$$, and they will commit X% in years 1 – X. **Total Requested Salary: $$$**.
* *Undergraduate Research Assistants*: A total of X yet to be appointed hourly Undergraduate Research Assistants will [list all activities that the Undergraduate Research Assistants will undertake or are responsible]. They will commit X hours at $$$/hour during the [academic year, calendar year, or summer] in years 1 – X.
* And so on…

**Fringe Benefits: $$$**. UMD has Fringe Benefit Rates approved by the U.S. Department of Health & Human Services with an effective date of 07/01/2022. Fringe benefits include health insurance, FICA, unemployment, workers’ compensation, retirement, terminal leave payout and employee assistance and are calculated on the requested salary amount. The fringe rates are as follows: X% for the PI, X% for the Co-PI, X% for the Postdoctoral Associate, and so on.

**Equipment: $$$.**

* *Item 1: $$$*. Funds are requested to cover the cost of [insert what it is and what it’s for].
* *Item 2: $$$*. Funds are requested to cover the cost of [insert what it is and what it’s for].
* And so on…

**Travel: $$$**

* *Domestic: $$$*.
  + *Travel to Field Sites: $$$*. Funds are requested for [who] to travel to field sites located in [where]. The total mileage required is XXXX for which reimbursement is requested at $$$/mile (if using UMD Motor Pool, also include the rental rate).
  + *Conference/Meeting Travel*: $$$. Funds are requested for [who] to travel to [where] for [what conference/meeting]. These costs we estimated based on registration ($$$), round trip airfare ($$$), lodging ($$$), and per diem ($$$).
* *International: $$$*. Funds are requested for [who] to travel to [where] for [what conference/meeting]. These costs we estimated based on registration ($$$), round trip airfare ($$$), lodging ($$$), and per diem ($$$).

**Participant Support Costs: $$$** [most likely won’t being using this category]

**Other Direct Costs: $$$**

* *Materials & Supplies: $$$*. Funds are requested for [insert comma separated list of materials and supplies and what they are for]. Larger expenses include:
  + *Item 1: $$$*. [Insert what it is and what it’s for]
  + *Item 2: $$$*. [Insert what it is and what it’s for]
  + And so on…
* *Publication Costs: $$$*. Funds are requested to cover costs associated with publishing manuscripts in peer reviewed journals.
* *Consultant Services: $$$*. Funds are requested for [insert who, what they will do, and any cost details].
* *Computer Services: $$$*. Funds are requested for [insert].
* *Subawards/Contractual Costs: $$$*. Funds are requested for [for contractual services, insert who, what they will do, and any cost details; for subawards, insert the institution name(s) and what they will do].
* *Equipment or Facility Rental User Fees: $$$*. Funds are requested for [insert what it is, what it is for, and the rental rate].
* *Alternations & Renovations: $$$*. Funds are requested for [insert what is being done].
* *Other – Tuition Remission: $$$*. Funds are requested to cover the cost of Graduate Research Assistant tuition remission for 20 credits/year (10 credits/semester) at $812/credit, with an anticipated 5% increase in each year.

**Total Direct Costs (TDC): $$$**

**Modified Total Direct Costs (MTDC): $$$**. The MTDC base excludes tuition remission, equipment over $5,000, rental costs of off-campus facilities, and the portion of individual subcontracts over $25,000.

**Indirect Costs: $$$.** The indirect cost rate for on-campus organized research is 55% of the MTDC base for the period MM/DD/YYYY – 06/30/2023 (**$$$**) and 56% of the MTDC base from 07/01/2023 – MM/DD/YYYY (**$$$**). These rates were approved by the cognizant government agency, US Department of Health & Human Services, on 07/01/2022 and are effective through 06/30/2026 or until amended.

**Total Funds Requested: $$$**