# Budget Justification

## Example

### A. Senior Key Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Cal-Mon</th>
<th>Acad-Mon</th>
<th>Sum-Mon</th>
<th>ReqSalary</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>PI</td>
<td>0</td>
<td>1.5</td>
<td>2</td>
<td>$xxx</td>
</tr>
</tbody>
</table>

John Doe will do X, Y, Z and commit N% effort on this program. This is equivalent to N months during the academic year. Etc.

Total Key Personnel Cost: $xxxxxx

### B. Other Personnel

Other personnel include [Technicians, Graduate students, Undergraduates, Secretaries, Other]. They will be committing N hours at N rate. Etc.

Total Other Personnel Cost: $xxxxxx

### C. Fringe Benefits

Fringe benefits are calculated per University of Hartford policy at ____% for full-time staff and faculty during the academic year, and ____% for part-time staff and faculty during the summer months. The University does not charge fringe for graduate or undergraduate student work during the academic months or when students are currently enrolled.

Total Fringe Benefits Cost = $xxxxxx

### D. Equipment

Defined as exceeding $5,000 per unit, the following equipment will be purchased:

a. Xxxx. This is an estimated value (This is based on an actual quote)

b. Xxxx. This is an estimated value (This is based on an actual quote)

Total Equipment Cost = $xxxxxx
E. Travel

We have allocated costs for travel as follows:

<table>
<thead>
<tr>
<th># People</th>
<th>Duration</th>
<th>Destination</th>
<th>Cost</th>
</tr>
</thead>
</table>

Total Travel Cost = $xxxxxxx

F. Participant Support Costs

We have allocated for N participants. They will require…

- **Stipends**
- **Travel**
- **Subsistence**
- **Other**

Total Participant Cost = $xxxxxxx

G. Other Direct Costs

Other direct costs include:

- **Materials and Supplies**
- **Publication Costs**
- **Consulting Services**
- **Computer (ADPE) Services**

- **Subcontracts**
  [University of X will be provided a subgrant for $xxxxxx to work on X, Y, Z.]

- **Other**

Total Other Direct Cost = $xxxxxxx

H. Total Direct Costs
I. Total Indirect Costs
Indirect costs are calculated at the University of Hartford’s predetermined rate of ____% per the DHHS (Michael Stanco, DHHS, 212-264-0920)

Total Indirect Cost = $xxxxxxx

J. Total Direct and Indirect Costs
[Should match UHartford Internal Budget]

Total Direct and Indirect Cost = $xxxxxxx