**BUDGET JUSTIFICATION (DETAILED) – Legacy research institute**

* *Edit or delete text in blue italics as applicable for your project.*
* *If you have a quote for an item, forward it along with the completed justification and it will be added to the final PDF.*
* *If applicable, also include a justification for any significant increases or decreases from the initial budget period. Justify budgets with more than a standard escalation from the initial to the future year(s) of support.*
* *Also use the Budget Justification to explain any exclusions applied to the F&A base calculation.*
* *Please do not change the letters for each category – they reflect the official form categories in the application.*

**Salary, Fringe Benefits, and Indirect Costs**

All salary costs are based on projections of current personnel salaries on the approximate date of a possible award. The fringe benefit rate is 32% for all Legacy personnel. Indirect costs have been calculated according to the current negotiated rate for Legacy Health (70%). Both rates are current per our most recent HHS agreement dated 09/09/2022.

1. **Senior/Key Personnel**

*Unless otherwise specified in a FOA, senior/key personnel are defined as all individuals who contribute measurable effort in a substantive, meaningful way to the scientific development or execution of the project, whether or not salaries are requested. Consultants should be included as Senior/Key Personnel if they meet this definition. List all personnel, including names, percent effort (use the Person Months metric), and roles on the project.*

***Name* – Project Role: *e.g. Principal Investigator* (Effort: *X.XX* calendar months)**

*Describe what this person will be doing for the project.*

***Name* – Project Role: *e.g. Co-Investigator* (Effort: *X.XX* calendar months)**

*Describe what this person will be doing for the project.*

1. **Other Personnel**

**Other Significant Contributors** *(Delete if not applicable)*

*OSCs are individuals who have committed to contribute to the scientific development or execution of the project but are not committing any specified measurable effort (in person months). These individuals are typically presented at “effort of zero-person months” or “as needed” (individuals with measurable effort cannot be listed as Other Significant Contributors). Consultants should be included if they meet this definition.*

***Name* – Project Role: *e.g. Unpaid Consultant* (Effort: as needed)**

*Describe what this person will be doing for the project.*

**Other Personnel**

***Name* – Project Role: *e.g. Research Assistant* (Effort: *X.XX* calendar months)**

*Describe what this person will be doing for the project.*

1. **Equipment**

*Equipment is defined as an item of property that has an acquisition cost of $5,000 per item, and an expected service life of more than one year. List each item of equipment and justify its need. Allowable items ordinarily will be limited to research equipment not already available for the conduct of the work.*

*If no equipment is requested, specify ‘None requested’*

1. **Travel**

*Justify domestic and foreign travel Include the purpose, destination, dates of travel (if known), and the number of individuals for each trip. If the dates of travel are not known, specify the estimated length of trip (e.g., 3 days).*

1. **Participant/Trainee Support Costs**

*This category is for training grants only and should not be used unless specifically stated in the FOA*

1. **Other Direct Costs**

*Under each heading, justify the requested amounts or if a category is not used it can be deleted.*

**Materials and Supplies**

*Indicate general categories such as glassware, chemicals, animal costs, etc., including an amount for each category. Categories with amounts less than $1,000 are not required to be itemized.*

*Animal purchases and per diems can be included in this section or in the ‘Other Direct Costs’ section.*

**Publication Costs**

*List the total funds requested for publication costs and include supporting information. The proposal budget may request funds for the costs of documenting, preparing, publishing, or otherwise making available to others, the findings and products of the work conducted under the award.*

**Consultant Services**

*Identify the following items in the Budget Justification, as applicable:  
- each consultant, the services they will perform, total number of days, travel costs, and total estimated costs;  
- the names and organizational affiliations of all consultants,   
- consulting physicians in connection with patient care; and  
- persons who are confirmed to serve on external monitoring boards or advisory committees to the project. Describe the services to be performed.*

**Automatic Data Processing (ADP)/Computer Services**

*Include the established computer service rates at the proposing organization, if applicable.*

**Subawards/Consortium/Contractual Costs**

*Provide a short description of the work to be performed for all subawards/consortiums proposed with total costs (detailed subaward costs are explained within the subaward budget justification document, so just a summary is ok here)*

*Contractual costs for support services, such as laboratory testing of biological materials, clinical services, or data processing, may be occasionally sufficiently high to warrant a categorical breakdown of costs. When this is the case, provide detailed information as part of the justification.*

**Equipment or Facility Rental/User Fees**

*Identify and justify each equipment or facility rental/user fees.*

**Alterations and Renovations**

*Itemize by category and justify the costs of alterations and renovations, including repairs, painting, and removal or installation of partitions, shielding, or air conditioning. Where applicable, provide the square footage and costs.*

**Data Management and Sharing Plan *(REQUIRED – do not delete)***

***This is a REQUIRED line item.*** *Provide a brief summary of type and amount of scientific data to be preserved and shared and the name of the established repository(ies) where they will be preserved and shared. Indicate general cost categories such as curating data and developing supporting documentation, local data management activities, preserving and sharing data through established repositories, etc., including an amount for each category and a brief explanation.* ***Specify in the justification if no costs will be incurred for Data Management and Sharing, if applicable****. The recommended length of the justification should be no more than half a page.*

[*https://sharing.nih.gov/data-management-and-sharing-policy/planning-and-budgeting-for-data-management-and-sharing/budgeting-for-data-management-sharing*](https://sharing.nih.gov/data-management-and-sharing-policy/planning-and-budgeting-for-data-management-and-sharing/budgeting-for-data-management-sharing)

[*https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/general/g.320-phs-398-modular-budget-form.htm#2*](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/general/g.320-phs-398-modular-budget-form.htm#2)

*The National Academies of Science, Engineering, and Medicine has developed a resource that may be useful when budgeting for data management and sharing costs:* [*https://nap.nationalacademies.org/resource/25639/Cost\_Driver\_Template\_Word\_0715.doc*](https://nap.nationalacademies.org/resource/25639/Cost_Driver_Template_Word_0715.doc)

**Other:**

*For items that do not fall within the specified categories above, itemize and provide justification in this section.*