

Budget Justification Checklist

The Budget Justification 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

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

Fringe Benefits

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

Travel (See policy BUSF 1.00)

- 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?
- If actual trip details are unknown, what is the basis for the proposed travel charges?
- Is the requested travel directly relevant to the successful completion of the project?
- Are the travel charges reasonable?
- Contingency or miscellaneous charges may not be included!

Supplies (See policy BUSF 7.00)

- Are supplies itemized by type of material or nature of expense?
- 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)?
- Are the charges necessary for the successful completion of the project?
- Are the charges reasonable?
- Are disallowed costs excluded?
- Contingency and miscellaneous charges may not be included!

Equipment

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

Other

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