**Unless otherwise noted, the budget justification is limited to a maximum of five pages.**

**ANY INSTRUCTIONS IN GREEN TEXT SHOULD BE REMOVED BEFORE UPLOAD.**

**For additional information, please consult the NSF Grant Proposal Guide.**

**NSF Budget Justification**

1. **Salaries and Wages - Senior Project Personnel** *(includes PI and Co-PIs)*

*For each person, it is recommended that you include their role, position, and suitability to the project, their specific role in the project, and their commitment of effort to the project.* ***NOTE: NSF limits salary compensation for senior project personnel to no more than two months of their regular salary in any one year. This limit includes salary compensation from ALL NSF-funded grants.*** *Include a 3% inflationary increase in subsequent years.*

*Proposing institution must define and apply the term “year” regarding the “2 months of salary per year per senior person” rule. OSU uses a fiscal year. We should include that definition in the budget justification.*

1. **Salaries and Wages - Other Personnel** *(includes non-key personnel who will not play a leadership role but will contribute through their labor, such as graduate students, postdocs, technicians, and administrative staff) Include a 3% inflationary increase in subsequent years.*
2. **Fringe Benefits**
3. **Equipment** *(items exceeding a value of $5,000)*

*Equipment is defined as an item of property that has an acquisition cost of $5,000 or more and an expected service life of more than one year. Items of needed equipment must be adequately justified (explain the necessity of the equipment to the project and how it will be used), listed individually by description (include model no.) and estimated cost (include price quotes from a reputable source which is named in the justification).*

1. **Travel**

*Travel and its necessity to the project must be specified and itemized by destination (specify domestic or international) and cost (break-down expenses by airfare, hotel, per diem, etc.). Read the RFA carefully to ensure that you’ve included any required travel, such as relevant, NSF-sponsored events.*

* 1. **Domestic**
	2. **Foreign**
1. **Participant Support Costs** *(Participants are trainees or educational participants, NOT employees). These costs are generally associated with conferences, workshops or symposia. The justification should include the number or participants, cost per participant, details of the event (purpose, dates, and location), etc. Costs can include stipends, travel, subsistence, and supplies.*

Incentive payments, for example, payments to human subjects or incentives to promote completion of a survey, should be included on line G6 of the NSF budget. Incentive payments should be proposed in accordance with organizational policies and procedures. Indirect costs should be calculated on incentive payments in accordance with the organization's approved US Federally negotiated indirect cost rate(s).

1. **Stipend**
2. **Travel**
3. **Subsistence**
4. **Other**

**Total number of Participants:**

1. **Other Direct Costs** *Must be allowable, reasonable, and directly allocable to the supported activity.*
	1. **Materials and Supplies**
	2. **Publication Costs/Documentation/Dissemination**
	3. **Consultant Services**
	4. **Computer Services**
	5. **Subawards –** *NSF requires subcontracts to submit a separate budget and budget justification*
	6. **Other –** *Examples: Tuition, Rent of Facilities, Workshop Costs, etc.*
2. **Total Direct Costs**
3. **Indirect Costs** *(Facilities and Administrative Costs)*
4. **Total Direct and Indirect Costs**

**======BLANK TEMPLATE FOLLOWS=====**

**NSF Budget Justification**

1. **Salaries and Wages - Senior Project Personnel**
2. **Salaries and Wages - Other Personnel**
3. **Fringe Benefits**
4. **Equipment**
5. **Travel**

**1. Domestic**

**2. Foreign**

1. **Participant Support Costs (do not include incentive payments)**
2. **Stipends**
3. **Travel**
4. **Subsistence**
5. **Other**

**Total number of Participants:**

1. **Other Direct Costs**
	1. **Materials and Supplies**
	2. **Publication Costs/Documentation/Dissemination**
	3. **Consultant Services**
	4. **Computer Services**
	5. **Subawards**
	6. **Other**
2. **Total Direct Costs**
3. **Indirect Costs**
4. **Total Direct and Indirect Costs**