

DISCLAIMER: This is a sample template only for NSF Budget Applications. Page limit is five (5) pages. This template does not include all budget scenarios that you may apply to your project. If any sections below are not part of your requested budget, please either delete or enter "Not Applicable." See the [NSF PAPPG](#) for additional instructions.

NOTE: Please fill in any highlighted portions and delete all blue text before finalizing for submission.

Budget Justification

University of Maryland Baltimore County

Project Title: XXX

We request a total of \$XXXX over XXX years to support project costs for University of Maryland Baltimore County.

University of Maryland Baltimore County considers a year to be twelve calendar months consisting of nine academic months (September through May) and three summer months (June through August). The fiscal year is July 1 to June 30.

A. & B. Salaries and Wages

Salaries for all named personnel are based upon current University of Maryland Baltimore County academic and staff salary schedules. All personnel budget calculations include salary range adjustments and promotion and general salary increases as applicable for each year of support in accordance with University policy. General salary increases for faculty and staff are anticipated to increase 3%, effective July 1st of each year.

A. Senior Personnel (\$XXX)

1. Principal Investigator (\$XXX)

Dr. XXX will serve as Principal Investigator: Academic Year release time (XX person-months), Academic Year additional employment (XX person-months), and XX summer months. PI XXX will dedicate time to XXX. Dr. XXX is requesting \$XXX.

2. Co-Principal Investigator (\$XXX)

Dr. XXX will service as Co-Principal Investigator: Academic Year release time (XX person-months), Academic Year additional employment (XX person-months), and XX summer months. PI XXX will dedicate time to XXX. Dr. XXX is requesting \$XXX.

3. Faculty Associate(s) (\$XXX)

Dr. XXX will service as Faculty Associate: Academic Year release time (XX person-months), Academic Year additional employment (XX person-months), and XX summer months. Faculty Associate will dedicate time to XXX. Funding is requested in the amount of \$XXX.

B. Other Personnel (\$XXX)

1. Undergraduate Students (\$XXX)

Funding for XXX undergraduate student research assistants is requested for the full duration of the project: XXX hours/week for XXX weeks during the academic year, and XXX hours/week for XXX weeks during summer, per student per year @ \$XX/hour. Research assistants will

XXX.

2. Graduate Students (\$XXX)

Funding for XXX graduate student research assistants is requested for the full duration of the project: XXX hours/week for XXX weeks during the academic year, and XXX hours/week for XXX weeks during summer, per student per year @ \$XX/hour. Graduate research assistants will XXX.

3. Other (\$XXX)

Funding for XXX is requested for the full duration of the project: XXX hours/week for XXX weeks during the academic year, and XXX hours/week for XXX weeks during summer, per person per year @ \$XX/hour. XXX will XXX.

C. Fringe Benefits (\$XXX)

UMBC does not have a "fringe benefit rate" so Grant/Contract accounts will be charged actual amounts. For budgeting purposes proposed we have utilized an amount based on projected fringe costs for each individual or person category proposed. Fringe benefits are estimated by using the University's standard rates of 8% for academic appointment summer salary and undergraduates. The current annual rate for graduate student health insurance is \$5,533 per student, plus an 8% rate on summer salary. For 12 month faculty appointments, the rate is 36%, which includes a terminal leave payout rate of 0.79%. The University of Maryland Baltimore County (UMBC) develops Fringe Benefit Rates each year for Terminal Leave Payout, in compliance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200, Section 200.431 and the U.S. Department of Health & Human Services (HHS) CAS Best Practices Manual for Reviewing Institutions of Higher Education Long-Form Facilities & Administrative Cost Rate Proposals (Section XII.A. Fringe Benefits). Employing the Leave Payout Rate calculation of 0.79%, the payout for unused leave at termination of employment will be charged to UMBC's internal leave pool liability (the Pool). The Pool will be funded by the Leave Payout Rate charged against salaries each pay period and included as a fringe benefit expense.

D. Equipment (\$XXX)

This equipment will... insert description of any equipment, how it is used, and the subtotals for each.

Note: equipment is defined as any items with a unit costs > \$5,000 and a useful life of more than 1 year.

E. Travel (\$XXX)

1. Domestic Travel (\$XXX)

Funds are requested each year for project personnel to... (insert the type of travel (e.g. conference, field work, etc.), its relation to the proposed activities, destination, and itemized cost of each trip).

- a. Year 1, \$XXX: costs include airfare (XXX), lodging (XXX), per diem allowance (XXX), miscellaneous incidentals (XXX), ground transportation (XXX), and conference registration (XXX).
- b. Year 2, \$XXX: costs include airfare (XXX), lodging (XXX), per diem allowance (XXX), miscellaneous incidentals (XXX), ground transportation (XXX), and conference registration (XXX).
- c. Year 3, \$XXX: costs include airfare (XXX), lodging (XXX), per diem allowance (XXX), miscellaneous incidentals (XXX), ground transportation (XXX), and conference registration (XXX).

2. Foreign Travel (\$XXX)

Funds requested each year for project personnel to (insert the type of travel (e.g. conference, field work, etc.), its relation to the proposed activities, destination, and itemized cost of each trip; when anticipated, the proposer must enter the names of countries and dates of visit, if known).

- a. Year 1, \$XXX: costs include airfare (XXX), lodging (XXX), per diem allowance (XXX), miscellaneous incidentals (XXX), ground transportation (XXX), and conference registration (XXX).
- b. Year 2, \$XXX: costs include airfare (XXX), lodging (XXX), per diem allowance (XXX), miscellaneous incidentals (XXX), ground transportation (XXX), and conference registration (XXX).
- c. Year 3, \$XXX: costs include airfare (XXX), lodging (XXX), per diem allowance (XXX), miscellaneous incidentals (XXX), ground transportation (XXX), and conference registration (XXX).

Itemized cost example: The total each year includes estimated airfare (\$600 X 1 person X 1 trip = \$600 total), lodging (\$180 X 1 person X 4 nights = \$720 total), per diem allowance (\$62 X 1 person X 4 days = \$244 total), ground transportation (\$300), and conference registration (\$250).

F. Participant Support costs (XXX)

1. Stipends (XXX)

Funds in the amount of \$XXX are requested to provide stipends at \$XXX per participant for a total of XXX participants (insert justification)

2. Travel (XXX)

Funds in the amount of \$XXX are requested to provide travel support to XXX participants. Such support includes (insert itemization of travel costs and justification).

3. Subsistence: (XXX)

Funds in the amount of \$XXX are requested to provide subsistence to XXX participants. Such support includes (insert the specific type of support, itemization of the costs, and justification).

4. Other: (XXX)

(Insert the specific type of support, itemization of the costs, and justification).

G. Other Direct Costs (\$XXX)

1. Materials and Supplies (XXX)

Funding is requested each year to purchase Item 1 (\$xxxx) for (provide justification), Item 2 (\$xxxx) for (provide justification),

2. Publication/Documentation/Dissemination (XXX)

XXX is requested each year to cover the costs of (identify the publication/ documentation/ dissemination activities for which funds are requested).

3. Consultant Services (XXX)

XXX is requested each year to cover the costs of consultant services (identify the consultant's expertise, primary organization affiliation, normal daily compensation rate, number of days of

expected service, and if applicable, travel and subsistence).

4. Computer Services (XXX)

XXX is requested each year to cover the costs of (identify items and provide justification).

5. Subawards (XXX):

(Insert the entity's name) will participate as a subrecipient for which \$XXX is requested in year(s) # and #. (Insert a concise description of the work to be performed by the subrecipient).

6. Other (XXX)

(Provide other allowable costs that do not fit in the criteria above).

H. Direct Costs (\$XXX)

Total direct costs for all years are XXX.

I. Indirect Costs/F&A Costs (\$XXX)

Total indirect costs are included at University of Maryland Baltimore County's federally negotiated on-campus rate of 55% of Modified Total Direct Cost base pursuant to its agreement dated October 24, 2023, with the Federal Government.

J. Total Direct and Indirect Costs (XXX)

Total direct and indirect costs for all years total XXX