Budget Justification – Year 1

*Purple text is for informational purposes only and should be deleted prior to converting final file to PDF.*

Sample when no sabbatical is requested.

A. Salary Support

1. Faculty Salary

I am requesting salary support in the amount of $XX,XXX for this project. This represents XX.XX% (or, [less than] one-semester’s worth) of my annual academic-year salary.

As part of the institutional match, the College of \_\_\_\_\_\_\_\_\_\_\_\_ has agreed to provide the remaining XX.XX% (or $XX,XXX) of my academic year salary in support of this project.

2. Fringe Benefits

Fringe benefits are calculated at 41% of the salary request and of the institutional match.

B. Supportive Expenses

1. Travel - Support Funds are requested in the amount of $X,XXX for travel cost associated with this project. The requested funds will be used to cover….(registration, airfare, hotel, rental car, fuel, per diem, etc.) for the PI to……

2. Publishing Costs - Support Funds in the amount of $XX,XXX are requested for printing supplies and costs related to publication.

3. Other - *If requested Other Expenses, please add justification here.*

C. Overhead / Indirect Costs

LSU will provide an institutional match in the form of unrecovered F&A (50% MTDC) in the amount of $X,XXX and F&A (50% MTDC) on the institutional matching funds in the amount of $X,XXX.

D. Total Project Costs:

$XX,XXX is requested from BoRSF and $XX,XXX is provided as institutional match.

Sample when PI has applied for sabbatical and salary request is 50%

A. Salary Support

1. Faculty Salary

I am requesting salary support in the amount of $XX,XXX for this project. This represents 50% (or, one semester’s worth) of my annual academic-year salary.

I have applied for a one-semester sabbatical for the academic year 2025-2026, which would cover 50% ($XX,XXX) of my academic year salary. If that leave is granted, I will be able to devote the remaining semester to this project, but this will not be recorded by LSU as cost-sharing. If the sabbatical is not awarded, the College of \_\_\_\_\_\_\_\_\_\_\_, as part of the institutional match, has agreed to provide the remaining 50% ($XX,XXX) of my academic year salary in support of this project.

2. Fringe Benefits

Fringe benefits are calculated at 41% of the salary request and of the institutional match, if appropriate.

B. Supportive Expenses

1. Travel - Support Funds are requested in the amount of $X,XXX for travel cost associated with this project. The requested funds will be used to cover….(registration, airfare, hotel, rental car, fuel, per diem, etc.) for the PI to……

2. Publishing Costs - Support Funds in the amount of $XX,XXX are requested for printing supplies and costs related to publication.

3. Other - *If requested Other Expenses, please add justification here.*

C. Overhead / Indirect Costs

LSU will provide an institutional match in the form of unrecovered F&A (50% MTDC) in the amount of $X,XXX and F&A (50% MTDC) on the institutional matching funds in the amount of $X,XXX.

D. Total Project Costs:

$XX,XXX is requested from BoRSF and $XX,XXX is provided as institutional match.

Sample when PI has applied for sabbatical, salary request is less than 50%

A. Salary Support

1. Faculty Salary

I am requesting salary support in the amount of $XX,XXX for this project. This represents XX.XX% (or, less than one-semester’s worth) of my annual academic-year salary.

As part of the institutional match, the College of \_\_\_\_\_\_\_\_\_\_\_\_\_ has agreed to provide the remaining XX.XX% ($XX,XXX) of my academic year salary for one semester in support of this project.

In addition, I have applied for a one-semester sabbatical for the academic year 2025-2026 which would cover 50% ($XX,XXX) of my academic year salary. If that leave is granted, I will be able to devote the remaining semester to this project, but this will not be recorded by LSU as cost-sharing. If the sabbatical is not awarded, the College of \_\_\_\_\_\_\_\_\_\_\_, as an additional part of the institutional match, has agreed to provide the remaining 50% ($XX,XXX) of my academic year salary in support of this project.

2. Fringe Benefits

Fringe benefits are calculated at 41% of the salary request and of the institutional match, if appropriate.

B. Supportive Expenses

1. Travel - Support Funds are requested in the amount of $X,XXX for travel cost associated with this project. The requested funds will be used to cover….(registration, airfare, hotel, rental car, fuel, per diem, etc.) for the PI to……

2. Publishing Costs - Support Funds in the amount of $XX,XXX are requested for printing supplies and costs related to publication.

3. Other - *If requested Other Expenses, please add justification here.*

C. Overhead / Indirect Costs

LSU will provide an institutional match in the form of unrecovered F&A (50% MTDC) in the amount of $X,XXX and F&A (50% MTDC) on the institutional matching funds in the amount of $X,XXX.

D. Total Project Costs:

$XX,XXX is requested from BoRSF and $XX,XXX is provided as institutional match.