# Budget Justification – Year 1

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

**Support Funds**

1. **Equipment**

Support Funds are requested in the amount of $XX,XXX for the purchase of the following items:

*Below please fully describe each piece of equipment to be purchased and/or manufactured using Support Funds. Be sure to include the cost of each item and how the pricing was determine (quote, website, etc.), as well as its significance to the project.*

* 1. Example: Supersonic 3D Printer ($XX,XXX). The amount requested is based on (quote, website, etc.). This piece of equipment will be used for……

1. **Software**

Support Funds are requested in the amount of $XX,XXX for the purchase of the following software:

*Below list each software that will be purchased using Support Funds. Be sure to include the cost of each item and why it is necessary for the success of the project.*

* 1. Example: MATLAB ($XX,XXX). This software will be used for……

*Note: If software is included in the quote for equipment please put that amount with equipment and not in this section.*

1. **Supplies**

Support Funds are requested in the amount of $XX,XXX for the purchase of the following supplies:

*Below list the supplies that will be purchased using Support Fund. Please include the cost of each item and why it is needed for this project.*

* 1. Example: 1 Qiagen Microbial DNA qPCR Assay ($XX,XXX). This assay will be used for……

1. **Shipping & Handling**

Support Funds are requested in the amount of $XX,XXX for the shipping and handling of XXX.

*Note: If shipping and handling is included in the quote for equipment please put that amount with equipment and not in this section.*

1. **Installation**

Support Funds are requested in the amount of $XX,XXX for installation charges for……

*Note: If installation is included in the quote for equipment please put that amount with equipment and not in this section.*

1. **Personnel Training**

Support Funds are requested in the amount of $XX,XXX for training….

*Note: If training is included in the quote for equipment please put that amount with equipment and not in this section.*

1. **Other**

*Support Funds may not be requested for faculty or staff support, unless there is compelling and unusual circumstances. If the PI feels strongly that such expenditures are warranted, partial salary support may be requested as release time in proportion to the amount of time each affected employee is expected to contribute to the project, and may not exceed 25% of academic-year salary plus 2 months of summer support. Support may be provided only as release time or summer salary.*

*Support may be requested for graduate and/or undergraduate students working on the project. When requesting these funds please provide the maximum support for individual students per year, the period covered per year (academic or calendar year), and the total period for which a student will be supported. Support Fund money may not be requested to cover graduate student tuition. When a full graduate fellowship or scholarship is requested from the Support Fund, the institution is required to match or remit tuition for the student during the full duration of Support Fund payments. If requesting fellowship or scholarship, please discuss with OSP early in the process.*

1. Salaries:

(Example, use if applicable) Funding is requested for the PI, Dr. X for approximately X months of academic or summer (must specify which one) salary in the amount of $X,XXX. Dr. X’s 9-month salary is $XX,XXX. The PI will…..

(Example, use if applicable) Support for one postdoc is requested, with a X-month salary of $XX,XXX at X% effort. The postdoc will….

(Example, use if applicable) Support Funds are requested in the amount of $XX,XXX to support X months of academic year and summer salary for one graduate student. The student will work on….

1. Fringe Benefits

(Example, use if applicable) Support Funds in the amount of $XX,XXX are requested for regular employee fringe benefits for the PI and postdoc at LSU’s federally negotiated rate of 41%.

1. Travel

(Example, use if applicable) Support Funds are requested in the amount of $X,XXX for travel. The requested funds will be used to cover….(registration, airfare, hotel, rental car, fuel, per diem, etc.) for the PI and/or postdoc and/or graduate student to……

1. **Total Project Cost**

The total project cost requested from BoRSF is $XX,XXX. (this is the amount that is being requested from BoR)

**(If applicable) Institution Match (In-Cash)**

1. **Equipment**

Institutional funds from the Department/College of XXXX are committed in the amount of $XX,XXX for the purchase of the following items:

*Below please fully describe each piece of equipment to be purchased and/or manufactured using institutional funds. Be sure to include the cost of each item and how the pricing was determine (quote, website, etc.), as well as its significance to the project.*

* 1. Example: Supersonic 3D Printer ($XX,XXX). The amount requested is based on (quote, website, etc.). This piece of equipment will be used for……

1. **Supplies**

Institutional funds from the Department/College of XXXX are committed in the amount of $XX,XXX for the purchase of the following supplies:

*Below list the supplies that will be purchased using institutional funds. Please include the cost of each item and why it is needed for this project.*

* 1. Example: 1 Qiagen Microbial DNA qPCR Assay ($XX,XXX). This assay will be used for……

1. **Other**

*If you will be providing institutional matching funds for faculty/staff salary, graduate student tuition associated with requested GA salary, fringe benefits and/or unrecovered F&A please provide that information under this section.*

1. Salaries

(Example, use if applicable) The Department/College of XXX is committed to covering X months of Dr. X’s academic salary in the amount of $X,XXX.

(Example, use if applicable) An amount of $XX,XXX will be invested by the Department/College of XXX for one post-doctoral researcher. The post-doctoral researcher will…..

1. Fringe Benefits

(Example, Use if applicable) Fringe benefits for faculty and staff are calculated based on Louisiana State University’s federally negotiated rate of 41%.

1. Tuition Remission

LSU will provide an institutional match of 38% tuition remission on the academic year portion of the Graduate Student salary budgeted under requested funds in the amount of $X,XXX.

1. **Total Indirect Costs**

LSU will provide an institutional match in the form of unrecovered F&A (50/49% MTDC) in the amount of $X,XXX and F&A (50/49% MTDC) on the institutional matching funds in the amount of $XXXX.

(Use 50% for Research and 49% for Instruction).

1. **Total Institutional Match**

(Use if applicable) $XX,XXX is provided as institutional cash match.