UH Budget Justification

***Project Title: TITLE***

**PI: NAME**

**Organization: University of Houston**

**Department:**

**Personnel Costs**

Senior Personnel

[PI NAME], Principal Investigator (EFFORT): PI NAME is a TITLE in the department of DEPARTMENT. He/She is an expert in [say a few words or couple of sentences about your background, expertise]. He/She will be responsible for overall project planning, coordination and management. Insert additional details if needed Support is requested for XX summer month salary per year for Dr. PI at a monthly rate of $XXXX.

Other Personnel

[NAME], Postdoctoral Fellow: Dr. [NAME] is an experienced [say a few words or couple sentences about the background of this individual as it relates to this project]. This individual will be responsible for [describe this person’s specific role on the project]. Support is requested for XX months per year at a monthly rate of $XXXX.

[NAME], Graduate student: NAME will be responsible for [describe this person’s specific role on the project]. Support is requested for XX months per year at a monthly rate of $XXXX.

An annual increase of 3% is applied to all personnel salary to compensate for raises and merit increases.

**Fringe Benefits**

IF ACTUAL: The Department of Health and Human Service (DHHS) has given its approval to budget fringe at actual cost rather than a percentage of the salary. A fringe benefits calculator has been developed as a tool to assist in calculating the fringe benefits for sponsored research budgets. The fringe calculator can be found on the University of Houston's [Division of Research](https://uh.edu/research/sponsored-projects/proc-pol-guide/proposal-preparation/proposal-budgets/) website.

**Equipment**

Funds are requested for the purchase of [name and describe instrument being requested. Provide as much detail regarding required specs as possible and also an explanation for the necessity of the equipment to the project] Equipment is defined as a useful life of 3 years and is capitalized at $5,000 or greater.

**Travel**

Funds are requested for domestic travel for the PI, postdocs and/or two graduate students to travel to annual conferences to present the findings of this research each year. These funds include estimated airfare, per diem, conference registration and the cost of preparing material for presentation. Likely conferences include give names of specific conferences, and if known, the locations and dates of said conferences. Airfare from Houston to either coast is around $350, with average conference registration being $500, lodging per diems are often near $200 daily, with meals and incidentals at $60-70.

Foreign travel abcd……..<https://www.gsa.gov/travel/plan-book/per-diem-rates>

**Materials & Supplies**

Funds for purchase of reagents and general laboratory supplies for the PI's lab are requested each year of the project. [provide more detail regarding specific reagents, kits, etc.] Included here are computing devices defined by the OMB as machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information.computing devices that includes computers and electronic devices **costing less than $5,000 per unit, including but not limited to: desktop computers and laptop computers, tablets, iPads, smart phones, e-readers, printers, and external hard drives**.

**Publication**

Funds are requested for to support publication and dissemination of the findings of the research.

**User Fees**

Funds are requested to cover the cost of user fees for [describe shop or instrument time being purchased including per/hour or per/sample pricing and number of hours/samples to be used.]

**Consortium Costs**

Funds are requested for the consortium subcontract to [name subcontract institutions]

**Indirect Costs**

The University of Houston’s federally negotiated F&A rate of xyz% has been applied to the modified total direct costs. Modified direct cost does not include equipment, participant costs, tuition, fees and subcontracts over $25,000. <https://uh.edu/research/sponsored-projects/negotiated-indirect-rates/>