**BUDGET JUSTIFICATION**

**(INSERT TITLE)**

**University of Arizona PI: (Insert PI Name)**

1. **SENIOR/KEY PERSONNEL ($X,XX)**
2. **OTHER PERSONNEL ($X,XX)**

*Salaries include a 3% annual cost-of-living adjustment effective each year.*

*UAz defines a year as mid-Aug to mid-Aug academic appts. and Jul 1-Jun 30 for fiscal appts.*

1. **FRINGE BENEFITS ($X,XX)**

The University of Arizona defines fringe benefits as direct costs, estimates benefits as a standard percent of salary applied uniformly to all types sponsored activities, and charges benefits to sponsors in accordance with the Federally-negotiated rates in effect at the time salaries are incurred. The rates used in the proposal budget are based on the current Federally-negotiated Rate Agreement rate. The rates are as follows: UA Employees @ 32.0%; Ancillary Employees @ 15.6%; Student employees @ 2.0%; Graduate Assistants @13.0%.

1. **EQUIPMENT ($X,XX)**

1. **TRAVEL ($X,XX)**

**Domestic**

**International**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Days/nights** | **Airfare** | **Lodging** | **Per Diem** | **Total** |
| 1 | X/X | $ | $ | $ | $ |
| 2 | X/X | $ | $ | $ | $ |
| 3 | X/X | $ | $ | $ | $ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Traveler** | **Days/nights** | **Airfare** | **Lodging** | **Per Diem** | **Total** |
|  | X/X | $ | $ | $ | $ |
|  | X/X | $ | $ | $ | $ |
| Total per year | | | | | $ |

keep one of the following statements:

The travel budget was estimated in accordance with the University’s travel policy based on current air fares, current UA authorized per diem rates, airport shuttle services, and, if applicable car rental rates.

The travel budget was estimated using historical data of air fares, per diem rates, airport shuttle services and/or car rental rates.

1. **PARTICIPANT SUPPORT COSTS ($X,XX)**
2. **OTHER DIRECT COSTS ($X,XX)**

**Materials and Supplies**

**Publication Costs**

We request $XXX in years X-X of the project to cover publishing costs and author fees associated with the dissemination of results in peer-reviewed scientific journals of wide-distribution and accessibility.

**Consultant Services**

**Computer Services**

**Subaward**

We request funds to cover the costs to issue a X-year subcontract to Professor <Name> at the <University/Organization> in <Location>. The subawardee institution will be responsible <Scope of Work>. Total request for the subaward is <$>.

**Graduate Tuition Remission**

We request a total of <$> in Year 1, <$> in Year 2, and <$> in Year 3 for graduate tuition remission, which is a mandatory benefit that is charged in proportion to the amount of effort a graduate student will work on the project. For a graduate student budgeted at 0.50 FTE or greater, tuition remission is calculated at a rate of $7,590 per academic semester ($15,180 per academic year). For a graduate student budgeted at less than 0.50 FTE, tuition remission is budgeted at a rate of ~$3,795 per academic semester ($7,590 per academic year). An 8% inflationary increase has been applied to Years 2-3.

**Conference Registration Fees**

We request <$> in Year 1, <$> in Year 2, and <$> in Year 3 for registration fees associated with attending the scientific conferences described in Section E. Registration fees are estimated based on last year’s rates for students (<$>) and faculty (<$>).

1. **TOTAL DIRECT COSTS ($X,XX)**
2. **INDIRECT COSTS ($X,XX)**

The University of Arizona indirect rate agreement approved by DHHS on May 21, 2024 is 54.5% for FY25, 55.0% for FY26, and 55.5% for FY27 (until amended) based on Modified Total Direct Cost (MTDC). Equipment, capital expenditures, tuition remission, rental costs, participant support, scholarships and fellowships, and the portion of subgrants and subcontracts in excess of $25,000 are excluded from MTDC. A copy of the University’s DHHS-approved rate agreement is available online at: <https://finance.arizona.edu/sites/default/files/2024-05/ru6990-23_university_of_arizona_ra_v2_signed.pdf>

1. **TOTAL REQUEST ($X,XX)**