***Please use this template as a guideline. Sponsor requirements and/or limitations may require customization. All categories may not be included in your proposal budget. Please remove unnecessary categories and/or descriptions within categories, as needed.   
Rates are also subject to change. The rates on this template are for federal projects. For non-federal rates, review the most current rates on the Sponsored Research Services website.***

***If you have questions or concerns, please contact your Senior Research Administrator for assistance.***

***Please delete highlighted instructions and/or notes in your final document.***

**Rochester Institute of Technology (RIT)**

**Budget Justification**

*<<PI Name>>*

*<<Proposal Title>>*

Salary amounts are based on actual salaries and include 3% anticipated annual merit increases for faculty and staff. RIT utilizes a 9-month contract for the Academic Year. The RIT Fiscal Year (FY) starts on July 1 and ends June 30 of the subsequent year.

Note: Educational institutions which receive federal funding are required by the United States Office of Management and Budget (OMB) “Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" (Uniform Guidance) to maintain an effort reporting system, the purpose of which is to assure that the distribution of pay is in accordance with actual effort expended (by funding source and activity). RIT’s Monitored Workload System was established to meet this requirement by accumulating data that accounts for 100% of effort for Faculty/Staff. As a result, the effort reporting system does not allow RIT to estimate, monitor, or report labor by hours.  *(Do not delete these statements).*

**Senior Personnel:**

***<<PI Name>>*, *<<Title>>,* *PI:*** salary support is requested for XX month(s) summer salary and XX month(s) academic year effort for each of the X years. *(If it will be calendar year effort, please designate as such and remove the reference to summer effort)*. PI XXXXX will be directly responsible for… e.g. *the supervision of the postdoctoral associate, graduate student and undergraduate student*. S/He will manage the research tasks as outlined in the proposal with primary responsibility for including…

*Budget Request:* Yr 1--$X,XXX, Yr 2--$X,XXX, Yr 3--$X,XXX

*<<****Co-PI/Co-I Name>>,* *<<Title>>, Co-PI:*** salary support is requested for XX month(s) summer salary and XX month(s) academic year effort for each of the X years. *(If it will be calendar year effort, please designate as such and remove the reference to summer effort)*. Co-PI XXXXX will be responsible for….

*Budget Request:* Yr 1--$X,XXX, Yr 2--$X,XXX, Yr 3--$X,XXX

*<<****Senior Personnel Name>>, <<Title>>,* *Senior Personnel:*** salary support is requested for XX month(s) summer salary and XX month(s) academic year effort for each of the X years. *(If it will be calendar year effort, please designate as such and remove the reference to summer effort)*. Senior Personnel XXXXX will be responsible for….

*Budget Request:* Yr 1--$X,XXX, Yr 2--$X,XXX, Yr 3--$X,XXX

**Other Personnel:**

**Postdoctoral Associate:** will direct efforts at XX% time for the 12-month calendar year for each of the X years. The Postdoctoral Associate will assist the PI with...

*Budget Request:* Yr 1--$X,XXX, Yr 2--$X,XXX, Yr 3--$X,XXX

**Graduate Research Assistant(s):** support is requested for X Graduate Research Assistant(s) who will direct XX% effort to the project for the academic year and summer*.* The Graduate student(s) will assist with... The amount requested covers the graduate student stipend, which for federal effort reporting equates up to approximately 20 hours/week for 100% effort.

*Budget Request:* Yr 1--$X,XXX, Yr 2--$X,XXX, Yr 3--$X,XXX

**Undergraduate Student(s):** support is requested for X undergraduate student(s) to assist with… for XX weeks for XX hours per week at $XX/hr.

*Budget Request:* Yr 1--$X,XXX, Yr 2--$X,XXX, Yr 3--$X,XXX

**Benefits:**

Benefit rates for faculty and staff during the academic or calendar year are calculated at the provisional non-federal rate of 35.0% (FY 2025 and forward). Benefits for faculty summer effort are calculated at the provisional non-federal rate of 8.6% (FY 2025 and forward). Benefits are not assessed on student stipends or wages. Actual rates will be used once known.

*Budget Request:* Yr 1--$X,XXX, Yr 2--$X,XXX, Yr 3--$X,XXX

**Capital Equipment:**

RIT defines capital equipment as a piece of equipment or components of a larger piece of equipment with a value of greater than $5,000 and a useful life of greater than one year.

The requested capital equipment budget is representative for the purpose of this proposal. If awarded, any actual purchases may vary slightly as they will be made in conformance with Uniform Guidance 2.CFR.200 requirements and RIT policies regarding competitive purchasing practices.

XXXXXX dollars have been requested in Yr(s) X for purchase of...   
*(Please list items separately and include detailed information such as model names, numbers, etc. and source of estimate such as vendor quote, online pricing, etc.)*

*Budget Request:* Yr 1--$X,XXX, Yr 2--$X,XXX, Yr 3--$X,XXX

**Travel:** All estimates based on representative costs found on internet travel sites such as Orbitz and/or Travelocity, hotel websites, cab company websites, university websites, conference sites and/or historical averages*. (Do not delete the previous statement).*

***Domestic:*** Support is requested for the PI, Co-PI, and/or Post doc to travel to… *e.g. X national meetings* *in Yr(s). XX* and/or *meet with collaborators at…* and/or *to meet with the sponsor*

*Budget Request:* Yr 1--$X,XXX, Yr 2--$X,XXX, Yr 3--$X,XXX

***International:*** Support is requested for the PI, Co-PI, and/or Post doc to travel to… *e.g. X national meetings* *in Yr(s). XX* and/or *meet with collaborators at…* and/or *to meet with the sponsor*

*Budget Request:* Yr 1--$X,XXX, Yr 2--$X,XXX, Yr 3--$X,XXX

**Trip Summary –** *List each trip separately*

|  |  |  |  |
| --- | --- | --- | --- |
| **Destination** | **Number of Travelers** | **Number of Days** | **Budget year** |
|  |  |  |  |

**Travel Estimate Cost Detail *Please copy/paste additional cost breakdowns, as necessary.***

|  |  |  |
| --- | --- | --- |
| **Destination** | **Category** | **Total** |
| *E.g. DOD Conference, Washington, D.C.* | RT Airfare | $ |
|  | Hotel Accommodations | $ |
|  | Ground Transportation | $ |
|  | Meals | $ |
|  | Registration Fee | $ |
|  |  | **$ /trip/person** |

**Participant Support:**

Detail the justification for stipends, travel, subsidence, and other. For example: Twelve High School teachers will be convened in Rochester for three days each summer to be trained in overcoming pupil science misconceptions.

*Stipends:* Each teacher will receive a $200 stipend.

*Travel:* Travel is estimated at $300 per teacher. Room and Board for the teachers is estimated at $44/day per teacher and $100/night per teacher.

*Other:* Conference costs are estimated at $500 for handouts and other materials.

**Other Direct Costs:**

*Additional categories may be necessary. Please see instructions sheet for guidance.*

* We are requesting $XXXX for Materials and Supplies. These include the following items XXXX (please list items).
* Information Technology Services/Computer usage fees are assessed by the University at a rate of $215.70 per FTE (month). This does not apply to faculty summer effort or to students.
* Support is requested for journal publication costs at $XX/page for XX pages in each year.
* A subcontract to XXXXX is also included. XXXXXX will be responsible for… Detailed expenses and a separate budget justification are included below.
* Support for vendor(s) (or consultant(s)) is representative for the purpose of this proposal. If awarded, procurement of services will conform with Uniform Guidance 2.CFR.200 requirements and RIT policies regarding competitive purchasing practices. The vendor (or consultant) will provide the following services at a daily/hourly rate of $XXX for an annual cost of $XXX in Year X at a total cost of $XXX.
* Graduate tuition remission is requested in proportion to the level of effort and in accordance with University policy, which allows for up to 50% of tuition to be requested on an external grant. Tuition is estimated to increase at a rate of 5% in subsequent years.

*Budget Request:* Yr 1--$X,XXX, Yr 2--$X,XXX, Yr 3--$X,XXX

**F&A/Indirect Costs:** RIT has a federally negotiated F&A rate of 48% applied to all modified total direct costs. Modified total direct costs are total direct costs less capital equipment (value of >$5,000 and a useful life of >1 year), participant support costs, tuition remission and the amount in excess of the first $25,000 of each subaward.

RIT’s cognizant federal agency is the Department of Health and Human Services, representative Ryan McCarthy (212-264-2069). A copy of the most recent agreement can be found at: http://www.rit.edu/research/srs/proposalprep/other\_costs\_to\_include.html

*Budget Request:* Yr 1--$X,XXX, Yr 2--$X,XXX, Yr 3--$X,XXX