**Budget Justification guidelines and sample language**

**Senior Personnel**

Funds requested will provide one month of summer support for PI [name] each year to work on the project and direct the research. A 3% increase per year has been included (\*annual increases cannot be included in NIH proposals)

**Other Personnel**

Funds are requested for salary for a graduate student, for three years to work on the project as part of their PhD degree. The student will be paid at level UC Merced GSR Step V 49.9% in the academic year and 100% during the summer.

Funds for postdoctoral researcher [name] are requested for the first year of the grant. This will pay the salary for the postdoc to work on the project and train the new graduate student.

**Fringe Benefits**

*Where possible, use actual charged percentages for staff – HSRI can obtain these numbers from SPO. Faculty summer salary fringe charges at 11%, postdoc benefits typically charge at 25%, grads attract additional fringe at 1.2%. Check proposal guidelines to see whether GSR fees and tuition should be treated as Fringe or other direct costs.*

Fringe benefits have been calculated at standard UC Merced rates as follows:

11% for the summer salary for the PI and faculty key personnel,

25% for the postdoctoral researcher

1.4% for the graduate student during the academic year and summer periods.

**Travel**

*Detail all travel – this doesn’t have to be down to the exact mile or specific hotel bills, but major travel types should be explained across the budget years and domestic, international travel should be separate, e.g.*

Funds for domestic and international travel are requested as follows:

*Travel to support synchrotron experiments*

$3000 will be required to carry out experimental work at the Stanford Synchrotron Radiation Laboratory in years 1 and 2 of the project: two 3-day trips per year for the PI and both graduate students are planned.

*Domestic conference travel*

Additional Travel funds of $1000/year will be used to support the PI and graduate students’ attendance at domestic conferences related to the research effort in all three years.

An additional $3000 is requested in year three for the PI and graduate students to attend and present research at both the Biophysical Society annual meeting and the American Physical Society March meeting, to disseminate research results.

*International conference travel*

$3,000 is requested for the PI or a graduate student to attend one international conference each year.

**Equipment**

*Major items with purchase value of over $5,000 must be included in this section. If you are not planning on purchasing any equipment, please keep the heading anyway but write, “No equipment is requested” so that it is clear the category has been addressed. Be as specific as possible, but avoid using manufacturer and model names. HSRI staff can work with UC Merced purchasing to obtain quotes/estimates for equipment.*

**Materials and Supplies**

*List all separate materials and supplies by type – this doesn’t have to be specific to the dollar, but should be realistic. Be sure that all items add up correctly to the total amount requested for materials and supplies, e.g.*

In the years 1-3, $5000 is requested for the acquisition of chemicals including lipids from Avanti Polar lipids, lab consumables and x-ray capillaries. Confocal recharge fees at the UC Merced SCIF facility are also included. $500 Publication costs are requested in years 1-3 to help disseminate research results through publication costs and poster printing.

**Other Direct Costs**

Graduate student fees and tuition costs will be charged to support the graduate student at UC Merced in years 1-3 at standard UC Merced rates.