

This is a budget narrative model, based on a funded application that has been edited for content. This model shows an appropriate level of detail for a budget justification, which includes a clearly written explanation for all dollars requested. It is very important that the numbers in the Budget Narrative match the numbers in the Budget Table and the numbers shown on the SF-424A.

[Applicant Organization – Title of Project]

BUDGET NARRATIVE

a. Personnel:

Funding in the amount of \$94,857 in salaries is required for the three-year period of this project (Y1: \$30,689; Y2: \$31,610; Y3: \$32,558). This budget covers staff time for [major activities carried out by project personnel]. A 3% cost-of-living adjustment is included for each subsequent year after Y1.

[Name], Principal Investigator (PI), will provide leadership for this project and facilitate strong collaboration with NOAA and other project partners. Funding in the amount of \$31,683 is requested over the three years of the grant period, at 5% FTE for each year.

[Name2], Science Coordinator, will serve as scientific advisor, assessing and coordinating the science content of the project activities. Funding in the amount of \$41,028 is requested over the three years of the grant period, at 20% FTE for each year.

[Name3], Lead Educator, will be responsible for designing curriculum for [project activity] and leading regular workshops for [target audience members]. Funding in the amount of \$22,145 is requested over the three years of the grant period, at 15% FTE for each year.

b. Fringe Benefits:

Fringe benefits for the salaries of the personnel listed above equal \$26,085 and were calculated at a rate of 27.5% of personnel costs. Fringe benefits for full time year-round workers include FICA, health, dental and disability insurance, and retirement plan. ***[Note from Office of Education: If the fringe benefits are 35% or higher, please provide a breakdown of the specific benefits included. If fringe benefits are not computed by using a percent of salaries, provide a breakdown of how the computation is done. The applicant should not combine the fringe benefit costs with direct salaries and wages in the personnel category.]***

c. Travel:

The project requires \$17,716 for travel as specified in the Travel Detail Table (see below). NOAA and non-NOAA partnerships with organizations such as [list of organizations] are key to the anticipated success of this project. The requested travel funds support the development and maintenance of these partnerships, plus attendance at conferences of [relevant professional societies]. Funds are also requested for [Name] to attend annual PI meetings sponsored by NOAA. ***[Note from Office of Education: A travel budget table is required with itemized details, including origin and destination, who will be making the trip, airfare, mileage, per diem costs, approximate dates, etc.]***

d. Equipment

None requested.

e. Supplies:

Funding in the amount of \$5,414 for supplies is requested as follows: [Item 1] (144 @ \$10/item), [Item 2] (50 @ \$2/item), and [Item 3] (800 @ \$0.27/item). A 3% inflation factor has been included for each subsequent year after Y1. *[Note from Office of Education: If the cost of supplies exceeds \$5,000 or 5% of the award, whichever is greater, please provide a justification of the supply items and relate them to specific program objectives; explain the type of supplies to be purchased, or nature of the expense in the budget narrative; provide a breakdown of supplies by quantity and cost per unit if known; and indicate basis for estimate of supplies, i.e., historical use on similar projects.]*

f. Contractual:

Contractor 1, [Name]

Project Period: Years 1-3

Total Funds: \$93,600

A contract with Contractor 1 will support [Name] to conduct an external project evaluation. The YR1 contract is for \$25,200 and includes 200 hours of work at the rate of \$120/hour (\$24,000) to evaluate our Education Program activities. Also included is \$1200 for travel so that [Name] can visit our Education Program office in Washington, DC. For YRS2-3, the project includes 275 hours/year of work at the rate of \$120/hour (\$33,000) and the annual trip to our Education Program office. With increased funds in YRS2-3, [Name] will evaluate the minority scholarship and graduate fellowship programs, in addition to our Education Program activities.

The \$1200 annual DC office trip cost is calculated as the following:
(300 miles * .535 mileage rate) + (\$35 x 3 days hotel parking) + (\$3.65 rush-hour Metro fare x 6) + (\$223.70 hotel rate x 3 night hotel) + (\$69 x 2 days Washington, DC area M&IE per diem) + (\$51.75 x 2 days Washington, DC area traveling day M&IE per diem). The \$223.70/night hotel rate is based on a range (varies by month) of Washington, DC lodging per diem rates, which range from \$172 to \$242/night. The value fits historical costs.

	Year 1	Year 2	Year 3	Project Cost
[Name] Salary	\$24,000	\$33,000	\$33,000	\$90,000
Travel	\$1200	\$1200	\$1200	\$3,600
Total Direct Charges	\$25,200	\$34,200	\$34,200	\$93,600
Indirect Charges	\$0	\$0	\$0	\$0
TOTALS	\$25,200	\$34,200	\$34,200	\$93,600

[Note from Office of Education: If any funds are planned for a contractor, you must describe and provide the funding amounts in the same level of detail, including the same category breakdowns, as is provided in the overall budget. Contractor budgets should be provided on separate pages, and the total yearly budget for each contractor should be included in section (f) on the main budget table. Do not incorporate contractual indirect costs under the indirect costs line item for the applicant/grantee on the SF-424A or budget narrative. A contract means a legal instrument by which a non-federal entity purchases goods or services needed to carry out the

project or program under a federal award, per 2 CFR §200.22.]

g. Construction:

Not allowed

h. Other:

Department Computer Use Fees: Funding is requested for network usage fees of \$52.50 /month for 12 months per year. A 3% inflation factor has been included for each subsequent year after Y1.

Printing & Publications: Funding is requested for a peer-reviewed journal publication article (15 pages @ \$90 plus 5 color figures @ \$104/ea = \$1,870). A 3% inflation factor has been included for each subsequent year after Y1.

Registration fees for Conference: Funding is requested to attend [Org] conference to disseminate project results. A 3% inflation factor has been included for each subsequent year after Y1.

Subaward: \$49,170 in funding is requested for a three-year subaward to Partner X to cover [Name]'s work on the project and his travel expenses. A full budget justification and table for this subaward follows the main [Organization X] budget justification. [Include subaward budget justification and table after full project's budget justification].

[Note from Office of Education: If any funds are planned for a subaward, you must describe and provide the funding amounts in the same level of detail, including the same category breakdowns, as is provided in the overall budget. You should provide separate budgets for each subaward. Subaward budgets should be provided on separate pages, and the total yearly budget for each subaward should be included in section (h) on the main budget table. Do not incorporate contractual indirect costs under the indirect costs line item for the applicant/grantee on the SF-424A or budget narrative. A subaward is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award, including a portion of the scope of work or objectives.]

i. Indirect Charges:

Indirect costs total \$50,721 (\$22,501 for Y1, \$15,140 for Y2, and \$13,080 for Y3) at the fixed rate of 25%, which is the negotiated indirect rate for [overarching organization for what time period.] The rate is applied to Modified Total Direct Costs (MTDC), defined as Total Direct Costs minus equipment, capital expenditures, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward or subcontract in excess of \$25,000. A copy of the current rate agreement is attached.

The rate is 25% and is computed on the following direct cost base of \$202,882.

Personnel	\$94,857
Fringe	\$26,085
Travel	\$17,716
Supplies	\$5,414
Contract	\$25,000

Other	
Computer	\$1,947
Publication	\$5,780
Conference	\$1,083
Subaward	\$25,000
Total	\$202,882
Multiplied by Indirect Cost Rate	25%
Total Indirect Costs	\$50,721

Travel Detail, NOAA Environmental Literacy Program Application

	Year 1			Year 2			Year 3		
<i>Purpose</i>	<i>[conference]</i>	<i>[mtg]</i>	<i>PI meeting</i>	<i>[mtg]</i>	<i>[conference]</i>	<i>PI meeting</i>	<i>[mtg]</i>	<i>[conference]</i>	<i>PI meeting</i>
<i>Location</i>	<i>Salt Lake,</i>	<i>Worth,</i>	<i>Washington,</i>	<i>Long</i>	<i>Boston, MA</i>	<i>Washington,</i>	<i>Chanhas-</i>	<i>Asheville,</i>	<i>Washington,</i>
<i>#</i>	<i>UT</i>	<i>TX</i>	<i>DC</i>	<i>Island,</i>		<i>DC</i>	<i>sen,</i>	<i>NC</i>	<i>DC</i>
<i>Travelers</i>	2	2	1	2	2	1	2	2	1
<i># of Days</i>	3	3	4	3	4	4	3	3	4
Airfare									
RT (pp)	\$200	\$350	\$500	\$400	\$400	\$500	\$300	\$750	\$500
Per Diem (pp)	\$117	\$129	\$248	\$153	\$204	\$248	\$153	\$93	\$248
Lodging (pp)	\$200	\$200	\$743	\$400	\$600	\$743	\$200	\$200	\$743
Ground Travel (pp)	\$100	\$100	\$200	\$100	\$100	\$200	\$100	\$100	\$200
Rental Car	\$150	\$150	0	\$150	\$200	0	\$150	\$150	0
Gas	\$50	\$50	0	\$50	\$100	0	\$95	\$50	0
<u>Total Trip</u>	<u>\$1,434</u>	<u>\$1,758</u>	<u>\$1,691</u>	<u>\$2,306</u>	<u>\$2,908</u>	<u>\$1,691</u>	<u>\$1,751</u>	<u>\$2,486</u>	<u>\$1,691</u>
Total Travel	Year 1: \$4,883			Year 2: \$6,905			Year 3: \$5,928		