**BUDGET JUSTIFICATION NARRATIVE FORM**

**All figures must be expressed in US Dollars.**

**(Complete one for each stage.)**

**Proposal Title: Stage:**

**A. Salary and Wages – Senior Personnel: $\_\_\_\_\_\_\_\_\_\_\_\_\_**

Explanation & justification:

**B. Other Personnel: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Explanation & justification, if applicable:

**C. Fringe/Benefits: $\_\_\_\_\_\_\_\_\_\_\_**

Explanation & justification:

**D. Equipment: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Explanation & justification:

**E. Travel: $\_\_\_\_\_\_\_**

Explanation & justification

**F. Other Direct Costs: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Itemize and describe)**

1. Materials and supplies: $\_\_\_\_\_\_\_

Explanation:

1. Sub-awards/subcontracts total: $\_\_\_\_\_\_\_\_\_\_\_

Itemized explanation of each subcontract (include amount and explanation for each)

1. Other: $\_\_\_\_\_\_\_\_\_\_\_\_

Itemization & explanation:

**Total Direct Costs: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**G. General & Administrative costs (Indirect Costs): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**H. Profit/Risk Mitigation Cost $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Explanation & justification:

**Total Direct Cost, Indirect Costs, and Profit/Risk Mitigation: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**