

Attachment D: Budget

Composite Budget

Review the [CMA online guide](#) for instructions on budget and justification sections. Complete Year 3 and 4 columns **only if** you are requesting a project term greater than two years and completed the Justification for Increased Funding on the Cover Sheet (DCC-2617).

Budget Category	Year 1	Year 2	Year 3	Year 4	Total
Personnel (Salary and Fringe Benefits)					
Travel					
Materials and Supplies					
Equipment					
Consultant					
Sub-awardee					
Total Direct Costs					
Indirect (F&A) Costs					
Total Costs Per Year					
Total Cost for Proposed Project					

Budget Justification

Personnel

Starting with the Principal Investigator, itemize expenses for all personnel who will be involved on the project, including collaborators, individuals in training, technical and support staff, and any persons “to be determined (TBD).”

Name	Institutional Base Salary	Percentage of Effort Devoted to Project	Salary Requested	Fringe Benefits

Travel

Describe anticipated travel expenses, by year, that are estimated in the composite budget table. Provide the purpose, destination, travelers (name or position/role), and duration of each trip. Include approximate airfare, lodging and mileage expenses, if applicable.

If the application includes a request for travel outside of the State of California, justify the need for those out-of-state trips separately and completely.



Materials and Supplies

Itemize materials and supplies that will be funded by the research grant, including a justification of the project's needs. Itemize materials supplies in separate categories. Include a complete justification of the project's need for these items. Theft-sensitive equipment (under \$5,000) must be justified and tracked separately in accordance with State Contracting Manual Section 7.29.



Equipment

List each item of equipment anticipated to be purchased with grant funds and estimated cost.



Consultant Costs

Consultants are individuals and/or organizations who provide expert advisory or other services for brief or limited periods and do not provide a percentage of effort to the project or program. Consultants are not involved in the scientific or technical direction of the project as a whole.

Provide the names and organizational affiliations of all consultants. Describe the services to be performed, and include the number of days of anticipated consultation, the expected rate of compensation, travel, per diem, and other related costs.



Sub-awardee Costs

Provide a complete justification for the need for any sub-awardee listed in the application. Each participating subaward organization must submit a separate detailed budget for every year in the project period.



Other Direct Costs

Itemize any other expenses by category and cost. Specifically justify costs that may typically be treated as indirect costs. For example, if insurance, telecommunication, or IT costs are charged as a direct expense, explain reason and methodology.



Indirect (F&A) Costs

Itemize indirect costs by category and cost. Indirect costs are calculated in accordance with the budgeted indirect cost rate.



Budget Narrative

Describe your approach to project expenditures through the following questions. Responses should be brief and can be limited to 2-3 sentences.

1. Briefly outline your project's general approach to expenditure of funds.
2. Briefly outline how other resources may be leveraged, including any outside funds or institutional funds.
3. Provide a brief description of how you would downscale the project if awarded funds are less than the proposed project total.

