

SAMPLE BUDGET NARRATIVE

SCHEDULE OF ONGOING PROJECT COSTS

<Applicant name> is proposing to complete this project in 2 years. We estimate that approximately <\$amount> of WRF on share of the project will be expended in the first year of the project, with the remainder (approximately <\$amount>) expended in the second year.

PRIMARY CONTRACTOR BUDGET JUSTIFICATION – DO NOT INCLUDE INDIVIDUAL SALARY AND WAGE RATES, AS THIS IS CONFIDENTIAL INFORMATION

Salaries and Wages: The salary rates of federal employees participating in the project (<names>) are established by the Department of Health and Human Services and based upon merit pay each fiscal year. Salary rates for the non-federal employees (<names>) are established in conjunction with their employer(s), <organization name(s)>. A <percentage> wage increase has been incorporated for each staff person for each year of the project. <PI name> will devote <percentage> of his time to planning and directing research activities, as well as monitoring the project budget and preparing project reports for submission to WRF.

<Researcher names> will devote <percentage> of their time to assist with filtration experiments, secondary concentration of water samples, and associated microbiological procedures.

Fringe Benefits: An estimate of <percentage> has been incorporated for <PI name>. Fringe benefits of other researchers (<names>) are estimated to be <percentage>.

Equipment Rental: <Vendor name>, a manufacturer of sonication instruments, has offered to rent <product name> instruments to the research team for a period of approximately 3 months at <\$rate> to complete the nucleic acid extraction method evaluation experiments. <Vendor name> has also offered to rent <product name> instruments to the team for use by participating water utilities in the event that a <product name>-based method is investigated during the Field Evaluation phase. To obtain this rental pricing, each lab must guarantee that the instruments will be cleaned and decontaminated prior to return to <vendor name>.

Materials and Supplies: We estimate that a total of <\$amount> is required to conduct this two-year research project. <\$Amount> is requested from WRF to purchase filtration supplies (ultrafilters, 1MDS cartridge filters, tubing, housings, gauges, etc.). <\$Amount> is requested to purchase microbiological reference products. These products include <product name>

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(containing 100 gamma-irradiated *Cryptosporidium* oocysts and 100 gamma-irradiated

Giardia cysts per vial), <product name> (100 cfu per unit), <product name> (100 cfu per unit), and <product name> (10^5 Enterovirus particles/mL). These products will enable the research team to tightly control the seeding of experiments for improved comparison of experimental results. These products are produced with high quality control assurances regarding the quantitation provided in the products. Their use, though relatively expensive, will provide the researchers and WRF with assurance that well-planned and executed experiments will result in data of the highest quality. <\$Amount> is estimated to be needed for performing nucleic acid extraction and real-time (RT-PCR). <\$Amount> of this amount will be provided by <applicant name> in the form of real-time PCR primers and probes, microfuge tubes, and ancillary molecular supplies. <\$Amount> is requested from WRF to purchase real-time PCR and RT-PCR kits, nucleic acid extraction kits, reaction tubes, etc. A total of <\$amount> is estimated to be needed in microbiological reagents and general laboratory supplies. These supplies include chemical and reagents needed for filtration procedures, laboratory glassware, pipets, personal protective equipment, etc. <Applicant name> will contribute <\$amount> in supplies to this project (including pipets, personal protective equipment, and glassware).

Travel: We estimate that one person will travel to <participating utility(ies)> on two occasions: once during the Laboratory Evaluation phase to train utility staff on filtration protocols and once during the Field Evaluation phase to train utility staff to perform the nucleic acid extraction technique and real-time PCR assays. We estimate the cost of each of these trips to be <\$amount>. In addition, we plan to meet with <subcontractor name> researchers on two occasions in <location> to conduct project meetings. We estimate the cost of these trips to be <\$amount>. We also request funds to send two project scientists to a scientific meeting to present research results from this project. The total requested travel budget is <\$amount>.

Subcontract: <Applicant name> will enter into a subcontract with <subcontractor name> to perform project planning and scientific research activities. <Subcontractor name> research group will be relied upon to perform approximately one third of the laboratory experiment activities. See the Subcontractor Budget Justification for a detailed description of these costs.

Other Direct Costs: <\$Amount> in funding is requested to purchase an 8-place bead beating instrument for our use during the Laboratory Evaluation phase. <Applicant name> currently has a bead beating instrument, but <subcontractor name> parallel experimental activities will require that they have an instrument as well. In addition, we are requesting <\$amount> to ship samples and laboratory supplies to the collaborating laboratories.

Indirect Costs: The contract mechanism to be used by <applicant name> for this project has no indirect costs associated with it, so no indirect costs are included for <applicant name> direct costs. As noted earlier, <percentage> indirect costs for non-federal researcher salaries have been included in the Salaries and Wages budget estimate, as these costs are more accurately described for this project as Direct Costs incurred by <applicant name>.

SUBCONTRACTOR BUDGET JUSTIFICATION– DO NOT INCLUDE INDIVIDUAL SALARY AND WAGE RATES, AS THIS IS CONFIDENTIAL INFORMATION

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Salaries and Wages: The salary rates of the faculty and professional research staff are established by the Department Chairman based upon State-mandated cost-of-living increases and merit pay, beginning each fiscal year.

<Co-PI name>, (DO NOT INCLUDE PERSONAL SALARY INFORMATION) will devote <percentage> of his time to this project and will co-write the literature review of existing sample preparation methods. He will coordinate the project and supervise the research activities including training of the graduate student. He will initiate monthly research project meetings and oversee all project activities, data analysis and interpretation, and is responsible for the reports.

A graduate student, (DO NOT INCLUDE PERSONAL SALARY INFORMATION) will devote <percentage> of his time to perform the ultrafiltration and filtration elution experiments, viral RNA/DNA extraction and rapid molecular assays for the detection, evaluation of viruses from seeded water concentrates. Other work will include collected water samples from <participating utilities>.

A <percentage> annual increase is included for all personnel in each next budget year.

Fringe Benefits:

The base and rates for fringe benefits are established by the University. Currently these are <percentage> for Social Security and Fringes for students are figured at <percentage>.

Materials and Supplies: (<\$amount> for each year of the project) Supplies and materials are needed for the laboratory work. Itemized costs on a per year basis:

- Ultrafiltration, 1MDS, filters, and other filter materials (<\$amount>)
- Viral nucleic acid extraction kits and reagents (<\$amount>)
- (RT)-PCR kits and reagents (<\$amount>)
- Consumables (pipet tips etc) (<\$amount>)
- Real-time (RT-PCR) reagents (<\$amount>)

Travel: <\$Amount> per year is budgeted for expenses related to domestic travel of the co-PI and graduate student to a scientific meeting at which research results from this project are presented or activities impacting on this research project are conducted.

Other Direct Costs:

- **Communication:** <\$amount> per year will cover costs of postage, long distance toll charges and faxes.
- **Shipping:** <\$amount> per year is budgeted for the shipment of coolers with filters and return of the water concentrates to and from the utilities.
- **Equipment Maintenance and Repair:** <\$amount> per year is budgeted for maintenance of laboratory equipment.
- **Publication:** (<\$amount> 2nd yr) Funds are requested to cover the cost of page charges, reprints and other costs associated with publication of research results.

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- **In-State Tuition:** (<\$amount> Yr 1; <\$amount> Yr 2) The University has mandated that as of 1/1/99, the in-state portion of tuition be paid from the same source that provides the student stipend and health insurance.
- **Health Insurance:** (Co-PI <\$amount> Yr 1; <\$amount> Yr 2) (Grad Student <\$amount> Yr 1; <\$amount> Yr 2) Health insurance for permanent full-time employees is <\$amount>/year and for students' health insurance is <\$amount>/year.

Indirect Costs: The current on-campus indirect cost rate as of July 1, 2015 is <percentage> of total direct costs excluding tuition. This rate has been negotiated with the <cognizant federal agency>.