

PROPOSED BUDGET REQUEST

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| --- | --- |
| CATEGORY | TOTAL AMOUNTS IN US$ |
| Salary and Wages: |  |
| Employee Benefits: *(only applicable to organizations that provide fringe benefits)* |  |
| Travel: |  |
| Supplies and Materials for research: |  |
| Other Direct Costs: |  |
| Subtotal: |  |
| Indirect Cost (Facilities and Administrative  Cost):  *Only allowed if your organization charges for F&A Costs. See explanatory note at the bottom of the budget justification page.* |  |
| Overall Total (incl. Indirect Costs if applicable): |  |

Please use the link below to convert your country currency into the United States dollar. <http://www.oanda.com/convert/classic>

\*Budget justification is required, please continue onto next page. Read instructions carefully.

\*Budget forms also available in Word on the IMTFI website.

BUDGET JUSTIFICATION

**Definition and Purpose:**

The budget justification is a categorical description of the proposed costs. It must explains staffing and supply/service consumption patterns, the methods used to estimate/calculate and other details such as lists of items that make up the total costs for a category. The budget justification should address each of major cost categories (salaries, employee benefits, travel, supplies, other direct costs and indirect costs).

A thorough written justification that explains both the necessity and the basis for the proposed costs must accompany the budget. The justification section is critical as it enables the principal investigator to emphasize the importance of essential project costs. Do not use titles such as “incidentals” or “general” or “miscellaneous” or “contingency” to describe any costs.

Please feel free to add additional pages if necessary.

**Salary and Wages:**

Detail daily/monthly rates of pay and length of time for each researcher.

Detail the tasks to be performed by each researcher.

**Employee Benefits:**

This only applies to institutions that provide fringe benefits for research personnel, source of benefit rate must be provided.

**Travel:**

Detail all estimated costs per researcher, per each ground and or air travel trip and to and from destinations.

Detail all estimated lodging and meal costs per day, per each researcher, per trip and at which locations.

**Supplies and Materials for Research:**

Examples of supplies and materials are pens, pencils, paper and other expendable items.

Items must be labeled as being necessary for the research project only.

**Other Direct Costs:**

Examples of Direct Costs are photocopying, printing, translations, communications costs, electronic recording devices and

remuneration, if any, for respondents.

**Indirect cost (Facilities and Administrative Cost):**

Only allowed if your organization charges for F&A Costs, you may enter that information here (note that the rates are up to 10% for U.S. universities, and up to 15% for all other non-governmental organizations, international organizations and non-U.S. universities).