**DISCLAIMER: This is a sample template for LSU’s generic budget. It may not include all budget scenarios that you may need for your project. Depending on the sponsor, include the correct salary information. If any sections below are not part of your requested budget, please either delete or enter “Not Applicable.” Additional information regarding the budget categories are available in** **the** [**OSP Guide**](https://lsu.edu/osp/files/osp_guide_nov_2023.pdf)**.**

**LSU GENERIC BUDGET JUSTIFICATION – Sample Template**

Louisiana State University

Project Title

Name of Principal Investigator:

*Template personnel justification for sponsors that do not require effort in budget justification:*

1. SENIOR PERSONNEL

A.1 PI – Dr. XXX will serve as the Principal Investigator and is requesting $XXX salary each year. Dr. XXX will…

A.2 Co-PI – Dr. XXX will serve as the Co-Principal Investigator and is requesting $XXX salary each year. Dr. XXX will…

1. OTHER PERSONNEL

B.1. Postdoctoral Associates- Funds in the amount of $XXX are requested each year to support [insert name (if know) or total number of postdocs (if individuals are not identified. (S)he will…[insert roles/responsibilities in the project]

B.2. Research Associates - Funds in the amount of $XXX are requested each year to support [insert name (if know) or total number of research associates (if individuals are not identified). (s)he will [insert roles/responsibilities in the project]

B.3. Graduate Student(s) - Funds in the amount of $XXX are requested each year to support [insert the number of GAs] to [insert roles/responsibilities in the project]

B.4. Student Workers – Funds in the amount of $XXX are requested each year to support [insert number of students] to [insert roles/responsibilities in the project]

B.5. Contingent Employees/Transients – Funds in the amount of $XXX are requested each year to support [insert name (if known) or total number of contingent employees (if individuals are not identified)] to [insert roles/responsibilities]

1. Subtotal Salaries and Wages $$$$

*Template personnel justification for sponsors that require effort in budget justification:*

1. SENIOR PERSONNEL

A.1 PI – Dr. XXX will serve as the Principal Investigator and is requesting XXX months of salary each year. Dr. XXX will…

A.2 Co-PI – Dr. XXX will serve as the Co-Principal Investigator and is requesting XXX months of salary each year. Dr. XXX will…

1. OTHER PERSONNEL

B.1. Postdoctoral Associates- Funds in the amount of $XXX are requested each year to support [insert name (if know) or total number of postdocs (if individuals are not identified), and total number of months of support each year]. (s)he will…[insert roles/responsibilities in the project]

B.2. Research Associates - Funds in the amount of $XXX are requested each year to support [insert name (if know) or total number of research associates (if individuals are not identified) and total number of months of support each year]. (s)he will [insert roles/responsibilities in the project]

B.3. Graduate Student(s) - Funds in the amount of $XXX are requested each year to support [insert the number of GAs and total number of months of support each year, as appropriate] to [insert roles/responsibilities in the project]

B.4. Student Workers – Funds in the amount of $XXX are requested each year to support [insert number of students, # hrs/wk for ## weeks (if known), @ $?/hour if known)] to [insert roles/responsibilities in the project]

B.5. Contingent Employees/Transients – Funds in the amount of $XXX are requested each year to support [insert name (if known) or total number of contingent employees (if individuals are not identified)] to [insert roles/responsibilities]

1. Subtotal Salaries and Wages $$$$
2. Fringe Benefits

Fringe benefits in the amount of $XXX for regular employees are charged at a rate of 41% of requested salary for each year of the project.

Fringe benefits in the amount of $XXX for Contingent/Transient employees are calculated at a rate of 7.65% of requested salary for each year of the project.

Fringe benefits for graduate assistants are included for the university’s portion of health insurance of [insert $2162 for calendar, $1730 for academic or $432 for summer] per year.

1. Subtotal Fringe Benefits $XXX
2. Total Salaries, Wages and Fringe: $XXX
3. Travel:

Domestic

Funds in the amount of $XXXX are requested each year for project personnel to [Insert the type of travel (e.g. conference, field work, etc.), its relation to the proposed activities, destination and itemized cost of each trip. SAMPLE itemized costs: The total each year includes estimated airfare ($600; $600 x 1 people x 1 trips), hotel stay ($720; $180 x 1 people x 4 days), per diem allowance ($244; $61 x 1 people x 4 days), and miscellaneous incidentals ($436).]

International

Funds in the amount of $XXXX are requested each year for project personnel to [Insert the type of travel (e.g. conference, field work, etc.), its relation to the proposed activities, destination and itemized cost of each trip; when anticipated, the proposer must enter the names of countries and dates of visit, if known]

1. Supplies

Funds in the amount of $XXX are requested each year to purchase [Insert items requested and justification]

1. Operating Services

Funds in the amount of $XXX are requested each year to [insert description and justification as appropriate]

1. Professional Services

Funds in the amount of $XXX are requested each year to [insert description and justification as appropriate]

J.1 Subcontracts

[Insert subrecipient’s name] will participate as a subrecipient in this project. $XXX and $XXX are requested in year # and #, respectively.

J.2 Consultants

Funds in the amount of $XXX are requested each year to cover the costs of consulting services. [Insert name and affiliation, if known, description of services and justification as appropriate]

J.3 Other Services

Funds in the amount of $XXX are requested each year to cover [insert type of service, description and justification as appropriate]

1. Other Charges

Funds in the amount of $XXX are requested to cover [insert description and justification as appropriate. An examples of other charges may include incentive payments (i.e. payments to human subjects or incentives to promote completion of a survey].

1. Equipment

Funds in the amount of $XXX are requested to purchase [insert equipment name and justification].

1. Participant Support Costs

Funds in the amount of $XXX are requested for participant support. [Insert the types of participant support, the amount for each type, itemization of the costs when applicable, and justification].

1. Tuition Remission

Funds in the amount of $XXX are requested each year for tuition remission associated with the requested graduate students. The amount is calculated at a rate of 38% of the total amount requested for the graduate students.

1. Total Direct Costs for all years are $XXX
2. Facilities & Administrative Costs of $XXX are calculated at LSU’s federally negotiated rate of XX% of modified total direct costs (MTDC).
3. Total Project Costs for all years are $XXX.