

**Example Budget Narrative
(Revised 7/14/2008)**

USF Personnel

Faculty Support

_____, (Insert Title), will contribute ___ % of his time during each academic year to direct and coordinate this project. _____, (Insert Title) will serve as the Co-Project Director and will contribute ___% of her academic year time to the project.

During the summer months, Dr. ___ and Dr. ___ each request ___ summer month's salary to continue their work on the project and to ensure the continuity of the following project activities: (Insert description of non-administrative activities.)

Staff Support

Additional personnel will also be involved in supporting project activities during each project year. The following individuals will participate:

(Insert name, title, ___% time on project (requested and contributed), and non administrative responsibilities.)

Faculty salary increases are estimated at 9.5 % each year. This includes an increase of one step on the USF faculty salary scale and a cost of living increase of 4%. Staff salary increases are estimated at 5% per year.

Students

USF student workers will be engaged in carrying out project activities during each year of the project. These work and training experiences will provide students with a greater understanding of _____. Students will work no more than 20 hours per week during the academic year and will be paid \$_____ per hour, an hourly rate commensurate with other student workers and interns in the School/College of _____.

Fringe Benefits

USF's federally negotiated fringe benefit rate is ___% of professional faculty and staff salaries when salary is a paid by the federal sponsor during the academic year. USF contributes ___ of faculty and staff salaries for fringe benefits associated with any contributed time during the academic year. The fringe benefit rate on faculty summer salaries charged to a federal funding agency is _____. For a non-federal sponsor the fringe rate is ___%. For non-federal sponsors, USF charges ___% on student wages.

[For specific fringe rate information consult "USF Facts" on the OSP Home Page.](#)

Other Project Costs

Note to USF Faculty and Staff: The federal government does not recognize or pay for costs associated with “administrative” activities because the University’s F&A rate (indirect costs) is supposed to cover this cost. Therefore you will need to provide a project specific rationale for needing this type of support. For example if you are conducting research using phone surveys, the cost of phone is a defensible cost because it is related to the research—not administrative activities.

Materials and Supplies: This includes the purchase of consumable supplies to support project related activities (Insert a rationale) \$____/month or year or project.

Telephone: This item reflects project specific communication activities needed to achieve the project’s stated objectives. (Insert a rationale) No funds are requested to support administrative tasks already covered by the University’s F&A rate. Communication costs include (Insert one or more: federal express and courier costs, long distance, fax, and misc. phone costs.) \$____/month or year or project.

Duplicating and Printing: (Insert a rationale that relates to project activities.) This includes an estimated \$____ for duplication of project related materials and \$____ for outside printing costs. \$____/month or year or project.

Food Services: (Insert a rationale that states that food services will be provided to allow participants to more effectively engage in project specific activities, e.g., day-long training workshops. Make it clear that these costs are not associated with social events or entertainment.)

Subcontractors: (Please list all agencies that will be receiving a portion of project funds to carry out project activities. Include a brief description of the work scope and the amount of the subcontract.)

Name of Subcontractor	\$____ per project year	Describe Scope of Work
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Outside Consultants: Individuals with necessary outside expertise will be involved in assisting project personnel in carrying out project activities during both project years. Consultant’s daily rates include fees, travel and Per Diem costs:

1. Type/Name of Consultant \$ ____ per day # days Total \$ ____.
2. Type/Name of Consultant \$ ____ per day # days Total \$ ____.
3. Type/Name of Consultant \$ ____ per day # days Total \$ ____.

Staff Travel:

Local travel for (Insert Purpose): ___miles @ \$___/mi.* for a total of \$_____.

* For the specific mileage rate consult “USF Facts” on the OSP Home Page

Dissemination/Conference Travel: ___person trips @ \$___ per trip for a total of \$_____.

International Travel: (Provide a project specific rationale and indicate that you will only use U.S. carriers.)

To: _____ for the purpose of_____.
person trips @\$___ per trip for a total of \$_____.

Equipment (\$5000 per unit)

Item	Cost	Purpose
Item	Cost	Purpose
Item	Cost	Purpose

Other Miscellaneous Costs

Room Rental	\$	Purpose
Equipment Rental	\$	Purpose
Advertising	\$	Purpose
Membership and Dues	\$	Purpose
Subscriptions and Periodicals	\$	Purpose
Honoraria	\$	Purpose

***F&A Costs:**

USF’s federally negotiated on campus rate is 65% of salary and wages.

USF’s off campus rate is 26.1% of salary and wages.

For specific F&A rate information consult “USF Facts” on the OSP web page.