

## Quick Tips for Preparing a Good Budget Justification

- Label each budget category clearly and put each one in the order it is found in the budget
- Use crisp, clear, and concise language
- Confirm you are within the page, font, and margin allowances for the budget justification
- Use whole dollar figures only (no cents), unless specifically requested by the funder
- Provide sufficient detail according to the funding agency's guidelines (e.g. NSF wants brief information, ED wants more details)
- Personnel: Include base salary/person-month/FTE/percent commitment (according to the sponsor's request) and a brief description of the individual's responsibilities
- Travel: Provide a brief statement on the reason for the travel, indicate the destination or anticipated destination (if unknown), and provide details on how the cost was determined
- Equipment: Reference and/or attach quotes for major equipment (according to funder guidelines)
- Subawards: Obtain and provide a complete budget justification for all intended subawardees
- Indirect Costs/F&A: Explain the methodology for calculating the costs (e.g. MTDC vs. S&W Base), and be sure they do not exceed funder limits, if applicable
- Do not include voluntary cost sharing
- Proofread! Do all the dollar amounts match the budget forms, and does everything add up? If time allows, proof subawardee's budget justifications also.

