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**Budget and Budget Justification Guidelines**

(revised as of March 2017)

Applicants must provide a budget and budget justification for their projects. In addition, separate budgets and budget justifications must be submitted for subcontracted services that meet the conditions outlined below.

**Indirect Cost Allowance**

The maximum indirect cost (IDC) allowance is:

* 7.5% of total direct costs for William T. Grant Scholars and William T. Grant Scholars Mentoring Grants, and
* 15% of total direct costs for research, Institutional Challenge Grant, and all other applications.

This maximum applies to the total proposal budget, inclusive of the subcontractor direct costs, submitted by the primary institution. Applicants should be mindful that indirect costs are not calculated twice for subcontracted services. Therefore, the primary institution’s IDC plus the subcontractor’s IDC cannot exceed 7.5 or 15 percent (see above) of the total direct costs of the project.

**Proposal Budget**

* Applicants must enter the total budget numbers in the budget section of the online application.

**Proposal Budget Justification**

* Applicants must complete the attached “Budget Justification Form” to justify and provide details for the project costs.

**Subcontract Budgets**

* Separate budget and budget justification forms are required for a subcontract with expenses that total more than $50,000 for the entire project period. The budget form (in Excel) is forwarded separately. Use the attached to complete the budget justification.
* Subcontracts $50,000 or less do not require separate forms but must be explained in detail in the proposal budget justification.

**Submission Procedures**

* The full proposed budget justification should be entered as one upload in the online application.
* Any subcontract budget(s) and budget justification(s) must be merged into a single document and entered as one upload in the online application. Scan the documents to create one Portable Document File (PDF).

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**Budget Justification Form**

Principal Investigator/Subcontractor:

Primary/Subcontracted Institution:

The purpose of this form is to allow the applicant to justify and describe the basis for the costs in the proposal budget (or subcontract budget). Applicants should provide sufficient explanation and detail for William T. Grant Foundation staff and external reviewers to clearly understand the rationale and reasonableness of costs proposed in all budget categories.

**BUDGET CATEGORIES**

**PERSONNEL—LEVEL OF EFFORT**

Please provide a brief narrative description of the role/function of each staff member/position that is budgeted to execute this work. Then insert a summary of that information in the table below. Indicate each person’s name, title or function (e.g., Jane Doe; Lead Analyst), base salary, and the average annual percentage of time included in this budget request. If this proposal is a request for partial support for a project, indicate both the total percentage of time the person will work on the project, and the percentage of time for which William T. Grant Foundation funding is requested.

Narrative Description:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **ROLE/FUNCTION** | **BASE SALARY (ANNUAL COMPENSATION)** | **AVERAGE ANNUAL PERCENTAGE OF TIME ON PROJECT IN THIS BUDGET REQUEST** | **AVERAGE ANNUAL PERCENTAGE OF TIME ON PROJECT (TOTAL)1** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

(Insert additional rows as necessary.)

1Complete this column if the total amount of time devoted to the project exceeds the amount in this budget request. This often occurs in projects supported by multiple funders.

**PERSONNEL—FELLOWSHIPS**

Describe the function(s), cost, base salary, and percentage of time for all staff supported by fellowships that are included in this budget request. If this proposal is a request for partial support for a project, indicate both the total percentage of time the person(s) will work on the project and the percentage of time for which William T. Grant Foundation funding is requested.

**PERSONNEL—FRINGE BENEFITS**

State the fringe benefit rate and describe the basis for calculating the rate. Please indicate if this is a federally approved fringe rate.

**OTHER DIRECT COSTS—EQUIPMENT**

Justify any equipment purchases as a direct need of the proposed project. Describe the quantity and unit cost of each item.

**OTHER DIRECT COSTS—TRAVEL**

Explain the purpose and cost basis for all travel for staff and consultants. List the number of trips and the estimated duration and average cost/trip for each major category (task or purpose) of travel (e.g., conference attendance: 3 trips for 2 days/trip X $1,000/trip).

**OTHER DIRECT COSTS—CONSULTANTS**

Please provide a brief narrative description for the role/function of each consultant. Then use the following table to list the function, rate, and level of effort (e.g., number of hours or days) for each consultant included in this budget request. List consultants by name whenever possible.

Narrative Description:

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ROLE/FUNCTION** | **RATE**  **(DESIGNATE IF DAILY OR HOURLY)** | **LEVEL OF EFFORT (DESIGNATE IF DAYS OR HOURS)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(Insert additional rows as necessary.)

**OTHER DIRECT COSTS—OTHER**

Explain the cost basis for other direct project costs that are part of this proposal (e.g., direct costs for postage, photocopying, supplies, data entry).

**OTHER DIRECT COSTS—SUBCONTRACTED SERVICES**  
Explain in detail the purpose and costs of all proposed subcontracts. State the amount of any indirect costs (IDC) included in a subcontract budget, since the subcontract’s IDC counts toward the total allowable IDC. In addition, separate budget and budget justification forms must be submitted for any subcontract with expenses that total more than $50,000 for the entire project period.

**OTHER REVENUE**

If revenues are needed from sources other than the William T. Grant Foundation to execute this project, list the source and status of all other revenues. For example, show the amount and source of all other confirmed funding, and show the amount, source, and your estimated probability of the eventual success of all pending applications (e.g., NIH: $300,000 pending, 95% likelihood of funding based on current priority score).