**Budget Narrative Template**

Provide a narrative that explains the amounts requested for each line in the budget. The budget justification should clearly describe each cost element and explain how the cost contributes to meeting the project’s goals and objectives.

**BUDGET SUMMARY**

Please explain the major cost drivers of the proposed project and how costs relate to planned activities and target outcomes.

| [insert text here] |
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1. **CU Research Staff**

Provide a brief description of the Columbia research staff budgeted, including responsibilities as they relate to the proposal and commitment of effort to the project. Include fringe benefits, which should be calculated at 33.5% for staff.

| [insert text here] |
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1. **CU Student Support**

Provide a brief description of the student support budgeted, including responsibilities as they relate to the proposal. Include hourly cost and fringe benefits, which should be calculated at 8.15% for students.

| [insert text here] |
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1. **Travel**

Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Distinguish between international travel and domestic travel. Per Diem and associated travel costs must be based on the applicant’s normal travel policies. When appropriate, please provide supporting documentation as an attachment (such as company travel policy) and explain assumptions below.

| [insert text here] |
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1. **Supplies**

Include information on estimated types of supplies and the cost per unit and quantity. Your description below must include the purpose of the supplies and the basis for the estimates. Your description must support the necessity of any rental costs and reasonableness, considering factors such as market conditions in the area and available alternatives.

| [insert text here] |
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1. **Consultants and Organizations**

*Consultants:* Provide a brief description of the work to be performed by consultants in support of the proposed project. A detailed budget outlining all planned expenses to be incurred by consultants must be included with application submission.

| [insert text here] |
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*Organizations:* Please provide a brief description of the work to be performed by partner organizations as they relate to the proposed project. A detailed budget outlining all planned expenses to be incurred by partner organizations must be included with application submission.

| [insert text here] |
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1. **Other Direct Costs**

Provide a description and rationale for other direct costs required, including cost assumptions used to develop the budget for these costs. This may include other costs not elsewhere specified, such as: meetings/workshops/convenings/other events, report preparation costs, telecommunications, transcription, journal fees, conference fees, engagement incentives, communications, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the project. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.

| [insert text here] |
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1. **Risks**

Please use this section to provide any other commentary or information that helps to explain the budget request, and provide overall context, including reflections on risks related to spending as budgeted, and any plans to mitigate those risks.

| [insert text here] |
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