

This is a budget narrative model, based on a funded application that has been edited for content. This model shows an appropriate level of detail for a budget justification, which includes a clearly written explanation for all dollars requested. It is very important that the numbers in the Budget Narrative match the numbers in the Budget Table and the numbers shown on the SF-424A.

[Applicant Organization – Title of Project]

BUDGET NARRATIVE

a. Personnel:

Funding in the amount of \$184,056 in salaries/fringe is required for the three-year period of this project (Y1: \$58,844; Y2: \$61,249; Y3: \$63,963). This budget covers staff time for [major activities carried out by project personnel]. An [X%] cost-of-living adjustment has been included for each subsequent year after Y1.

[Name], Principal Investigator (PI), will provide leadership for this project and facilitate strong collaboration with NOAA and non-NOAA partners. Funding in the amount of \$42,660 is requested for a total of 6 months (2 months/year in Years 1, 2, and 3).

[Name2], Science Coordinator, will serve as scientific advisor, assessing and coordinating the science content of the project activities. Funding in the amount of \$46,824 is requested for a total of 9 months (3 months/year in Years 1, 2, and 3)

[Name3], Lead Educator, will be responsible for designing curriculum for [project activity] and leading regular workshops for [target audience members]. Funding in the amount of \$63,081 is requested for a total of 18 months (6 months/year in Years 1, 2, and 3)

b. Fringe Benefits:

Fringe benefits for the salaries of the personnel listed above equal \$31,491 and were calculated at a rate of 20.4% for Y1 (\$9,970), 20.5% for Y2 (\$10,420) and 21.0% for Y3 (\$11,101). **[Note from Office of Education: If the fringe benefits are 25% or higher, please provide a breakdown of the specific benefits included.]**

c. Travel:

The project requires \$17,716 for travel as specified in the Travel Detail Table (see below). NOAA and non-NOAA partnerships with organizations such as [list of organizations] are key to the anticipated success of this project. The requested travel funds support the development and maintenance of these partnerships, plus attendance at conferences of [relevant professional societies]. Funds are also requested for [Name] to attend annual PI meetings sponsored by NOAA. **[Note from Office of Education: A travel table is not required, but may be used to provide further clarity and justification for the travel request. If a table is not included, a detailed itemization of costs is required in this section including airfare, mileage, Per Diem costs, etc.]**

d. Equipment

None requested.

e. Supplies:

Funding in the amount of \$5,469 for supplies is requested as follows: [Item 1] (144 @ \$10/item), [Item 2] (50 @ \$2/item), and [Item 3] (800 @ \$0.27/item). A 4% inflation factor has been included for each subsequent year after Y1.

f. Contractual:

[Note from Office of Education: If any funds are planned for a sub-contractor, you must describe and provide the funding amounts in the same level of detail, including the same category break-downs, as is provided in the overall budget. Sub-contractor budgets should be provided on separate pages, and the total yearly budget for each sub-contractor should be included in section (f) on the main budget table]

g. Construction:

Not allowed

h. Other:

Department Computer Use Fees: Funding is requested for network usage fees of \$51.50 /month for 12 months per year. A 4% inflation factor has been included for each subsequent year after Y1.

Printing & Publications: Funding is requested for a peer-reviewed journal publication article (15 pages @ \$90 plus 5 color figures @ \$104/ea = \$1,870). A 4% inflation factor has been included for each subsequent year after Y1.

Registration fees for Conference: Funding is requested to attend [Org] conference to disseminate project results. A 4% inflation factor has been included for each subsequent year after Y1.

i. Indirect Charges:

Indirect costs total \$54,034 (\$17,082 for Y1, \$18,235 for Y2, and \$18,717 for Y3) at the fixed rate of 25%, which is the negotiated indirect rate for [overarching organization for what time period.] The rate is applied to Modified Total Direct Costs (MTDC), defined as Total Direct Costs minus Equipment and Contractual costs above \$25,000. A copy of the current rate agreement is attached.

Travel Detail, NOAA Environmental Literacy Grant

| | Year 1 | | | Year 2 | | | Year 3 | | |
|---------------------|------------------------|-----------------------|-----------------------|------------------------|-----------------------|-----------------------|------------------------|-----------------------|-----------------------|
| <i>Purpose</i> | <i>[conference]</i> | <i>[mtg]</i> | <i>PI meeting</i> | <i>[mtg]</i> | <i>[conference]</i> | <i>PI meeting</i> | <i>[mtg]</i> | <i>[conference]</i> | <i>PI meeting</i> |
| <i>Location</i> | <i>Salt Lake,</i> | <i>Worth,</i> | <i>Washington,</i> | <i>Long</i> | <i>Boston, MA</i> | <i>Washington,</i> | <i>Chanhas-</i> | <i>Asheville,</i> | <i>Washington,</i> |
| <i>#</i> | <i>UT</i> | <i>TX</i> | <i>DC</i> | <i>Island,</i> | | <i>DC</i> | <i>sen,</i> | <i>NC</i> | <i>DC</i> |
| <i>Travelers</i> | | | | <i>NY</i> | | | <i>MN</i> | | |
| <i># of Days</i> | | | | | | | | | |
| Travelers | 2 | 2 | 1 | 2 | 2 | 1 | 2 | 2 | 1 |
| # of Days | 3 | 3 | 4 | 3 | 4 | 4 | 3 | 3 | 4 |
| Airfare | | | | | | | | | |
| RT (pp) | \$200 | \$350 | \$500 | \$400 | \$400 | \$500 | \$300 | \$750 | \$500 |
| Per Diem | | | | | | | | | |
| (pp) | \$117 | \$129 | \$248 | \$153 | \$204 | \$248 | \$153 | \$93 | \$248 |
| Lodging | | | | | | | | | |
| (pp) | \$200 | \$200 | \$743 | \$400 | \$600 | \$743 | \$200 | \$200 | \$743 |
| Ground | | | | | | | | | |
| Travel | | | | | | | | | |
| (pp) | \$100 | \$100 | \$200 | \$100 | \$100 | \$200 | \$100 | \$100 | \$200 |
| Rental | | | | | | | | | |
| Car | \$150 | \$150 | 0 | \$150 | \$200 | 0 | \$150 | \$150 | 0 |
| Gas | \$50 | \$50 | 0 | \$50 | \$100 | 0 | \$95 | \$50 | 0 |
| <u>Total</u> | | | | | | | | | |
| <u>Trip</u> | <u>\$1,434</u> | <u>\$1,758</u> | <u>\$1,691</u> | <u>\$2,306</u> | <u>\$2,908</u> | <u>\$1,691</u> | <u>\$1,751</u> | <u>\$2,486</u> | <u>\$1,691</u> |
| Total | Year 1: \$4,883 | | | Year 2: \$6,905 | | | Year 3: \$5,928 | | |
| Travel | | | | | | | | | |