

Budget Narrative Guidelines

The budget narrative serves to describe the various line items within the budget. It provides a detailed breakdown of costs associated with the project. The budget narrative contains different categories and sub-categories:

1. Personnel Costs (Salary and Fringe Costs)

- **Project Director/Principal Investigator (PI):**
 - This category covers the compensation for the individual leading the project—the PI. Their salary and any associated fringe benefits fall under this section.
- **Project Staff:**
 - These are team members directly involved in project activities. Their salaries and fringe benefits are included here. Note that this applies only to project staff who are employees of the applicant organization.
- **Other Staff:**
 - Any additional personnel working on the project, such as technical support staff, should be accounted for in this sub-category.
- **Fringe Benefits:**
 - The fringe benefits rate is determined by the policies of the sub-recipient institution. It encompasses benefits like health insurance, retirement contributions, and other employee perks.

2. Non-Personnel Direct Costs

These costs are incurred by the applicant organization and can be directly attributed to the project:

- **Equipment:**
 - If applicable, expenses related to purchasing or leasing equipment necessary for the project (e.g., lab instruments, specialized tools). [delete this section if not applicable for proposed research]
- **Supplies:**
 - Costs associated with consumable items required for project activities (e.g., lab supplies, office materials).
- **Travel:**
 - Travel-related expenses, including airfare, lodging, meals, and transportation for project-related trips.
 - Please note that funding will be provided to Fellows to attend the in-person CIRCLE Annual Summit and applicants **do not** need to include travel costs for this meeting in their budget and budget justification.

- **Consultant:**
 - Fees paid to external experts or consultants who provide specialized services or advice to the project.
- **Other Project Expenses:**
 - Miscellaneous costs directly tied to project implementation (e.g., software licenses, data collection tools).
- **Research Incentive:**
 - Any incentives or bonuses provided to participants or collaborators involved in the research.

3. Indirect Costs

Indirect costs refer to general overhead and administrative expenses that sustain the overall operations of a sub-recipient. These costs would be incurred regardless of whether the grant is funded or not.

- **Indirect Cost Rate:**
 - The indirect cost rate is determined by the policies of the sub-recipient institution.