

LISCIF Full Proposal Budget Narrative Template

Along with the information in the required budget table, the Full Proposal requires a budget narrative. Please use this template to provide **detailed** information for each category below. If there are no funds in a certain category, mark **NA**. Please be as detailed as possible.

NA Personnel: Include requests for salaries of the applicant (grantee) organization only. Salaries of partner organizations should be listed under “Other” as subawards. Salaries and fringe may be calculated on an hourly or percentage basis. If salaries are expected to increase over the period of the grant, factor in such increases to reflect total cost over the period of the grant, and provide a note explaining your calculations.

NA Fringe Benefits: Fringe may be calculated on an hourly basis or as a percentage of staff salaries and must be provided at actual rates. Fringe must be separated from salary. Only include fringe request for the applicant organization.

NA Travel: Estimate costs for local and long-distance travel for staff of applicant organization only. Use current federal mileage rate and note purpose of travel. Include information about number of staff traveling, conference registrations, and estimated per diem.

NA Equipment: Durable goods with a unit cost in excess of \$5,000. Please include justification for equipment purchase and basis for cost determination.

NA **Supplies:** All other durable and non-durable goods with a unit cost less than \$5,000, including computers. Grants will pay for refreshments as necessary for public meetings, etc., but food and drink costs must be listed as a separate line item. Grants will not pay for alcoholic beverages.

NA **Contractual:** Include all estimates for purchasing services (engineering companies, construction companies, etc.). Please note cost estimates were used and note the basis for developing such estimates. Contracts are subject to federal purchase requirements, so please include a brief note on how the requirements will be followed.

NA **Other:** Includes subawards and other miscellaneous expenses that don't fit under the prior categories. Please provide a brief explanation or justification for calculation of partner costs and/or add a brief cost table to this section.

NA **Indirect: Explain how Indirect costs are calculated (10% or approved NICRA rate)** Note: If the organization has an approved NICRA rate, it must be used to calculate Indirect, and a copy of it will need to be sent to RAE if awarded.

Additional Notes