**[PROJECT TITLE] BUDGET JUSTIFICATION**

The Research Foundation of the City University of New York (RFCUNY) on behalf of Borough of Manhattan Community College (BMCC) requests [TOTAL AMOUNT] for the implementation of [PROJECT NAME] over [HOWMANY] years, as follows:

**YEAR ONE:**

1. SENIOR PERSONNEL
2. OTHER PERSONNEL
3. FRINGE BENEFITS
4. EQUIPMENT
5. TRAVEL – DOMESTIC. TRAVEL – INTERNATIONAL
6. PARTICIPANT SUPPORT COSTS
7. OTHER DIRECT COSTS
8. TOTAL DIRECT COSTS (A-G)
9. INDIRECT COSTS

BMCC has a predetermined Facilities and Administrative Cost Rate agreement with the U.S. Department of Health and Human Services (HHS), which sets our rate at 71%. Rates are calculated on a base of direct salaries and wages including all fringe benefits. This agreement is in effect from 7/1/2019 to 6/30/2023.

1. TOTAL REQUESTED (H+ I)

**YEAR TWO:**

1. SENIOR PERSONNEL
2. OTHER PERSONNEL
3. FRINGE BENEFITS
4. EQUIPMENT
5. TRAVEL – DOMESTIC. TRAVEL – INTERNATIONAL
6. PARTICIPANT SUPPORT COSTS
7. OTHER DIRECT COSTS
8. TOTAL DIRECT COSTS (A-G)
9. INDIRECT COSTS

BMCC’s indirect costs are calculated at 71% of salaries, wages, and fringe.

1. TOTAL REQUESTED (H+ I)

**YEAR THREE:**

1. SENIOR PERSONNEL
2. OTHER PERSONNEL
3. FRINGE BENEFITS
4. EQUIPMENT
5. TRAVEL – DOMESTIC. TRAVEL – INTERNATIONAL
6. PARTICIPANT SUPPORT COSTS
7. OTHER DIRECT COSTS
8. TOTAL DIRECT COSTS (A-G)
9. INDIRECT COSTS

BMCC’s indirect costs are calculated at 71% of salaries, wages, and fringe.

1. TOTAL REQUESTED (H+ I)

**YEAR FOUR:**

A. SENIOR PERSONNEL

B. OTHER PERSONNEL

1. FRINGE BENEFITS
2. EQUIPMENT
3. TRAVEL – DOMESTIC. TRAVEL – INTERNATIONAL
4. PARTICIPANT SUPPORT COSTS
5. OTHER DIRECT COSTS
6. TOTAL DIRECT COSTS (A-G)
7. INDIRECT COSTS

BMCC’s indirect costs are calculated at 71% of salaries, wages, and fringe.

1. TOTAL REQUESTED (H+ I)

**YEAR FIVE:**

A. SENIOR PERSONNEL

B. OTHER PERSONNEL

1. FRINGE BENEFITS
2. EQUIPMENT
3. TRAVEL – DOMESTIC. TRAVEL – INTERNATIONAL
4. PARTICIPANT SUPPORT COSTS
5. OTHER DIRECT COSTS
6. TOTAL DIRECT COSTS (A-G)
7. INDIRECT COSTS

BMCC’s indirect costs are calculated at 71% of salaries, wages, and fringe.

1. TOTAL REQUESTED (H+ I)

**TOTAL REQUEST:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **YEAR 1** | **YEAR 2** | **YEAR 3** | **YEAR 4** | **YEAR 5** | **TOTAL** |
| Sr. Personnel |  |  |  |  |  |  |
| Other Personnel |  |  |  |  |  |  |
| Fringe |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |
| Participant Support costs |  |  |  |  |  |  |
| Other Direct Costs |  |  |  |  |  |  |
| Total Direct Costs |  |  |  |  |  |  |
| Total Indirect |  |  |  |  |  |  |
| TOTAL REQUEST |  |  |  |  |  |  |

**[Do not exceed 5 pages maximum]**