

COST INFORMATION

Project Title:
PI:
Institution:
Project Duration:

PROPOSED BUDGET

Provide a summary table listing the major categories from the budget justification section below. The categories are based on the SF424 R&R, which is the format that will be required by the DHS Grants Office for contracting.

Example

Category	Cost
A. Senior/Key Personnel	\$ -
B. Other Personnel	\$ -
(A+B) Total Personnel	\$ -
C. Total Equipment	\$ -
D. Total Travel	\$ -
E. Total Participant/Trainee Support	\$ -
F. Total Other Direct	\$ -
G. Total Direct (A thru F)	\$ -
H. Indirect Costs	\$ -
I. Total Direct and Indirect Costs (G+H)	\$ -

BUDGET JUSTIFICATION

A.1 Personnel (Senior/Key)

1. Identify project director/principal investigator, investigators, and other senior key personnel from the applicant’s organization.
2. Break down the costs by person. For each person listed include name, title, **person months** of effort, salary requested, and what activities they will perform.
3. Do NOT include consultants or contracted services in this section. (See Sect. F below.)

A.2 Fringe Benefits

Break down the fringe benefit costs by person.

B.1 Personnel (Other)

1. Identify other personnel (e.g., students, staff) from the applicant’s organization.

2. Budget justification must include personnel name (if known).
3. Break down the costs by person. For each person listed include name, title, **person months** of effort, salary requested, and what activities they will perform.
4. Do NOT include consultants or contracted services in this section. (See Sect. F below.)

B.2 Fringe Benefits

- Break down the fringe benefit costs by person.

C. Equipment

1. This category is for equipment having a useful life of more than one year and an acquisition cost which exceeds the lesser of (a) the capitalization level established by the applicant's organization financial statement purposes, or (b) \$5,000
2. Provide a detailed explanation as to the purpose and benefit of this equipment, and **fully justify** why it is required for the project to proceed.

D. Travel

1. Travel is limited to project personnel and students receiving support under this project. Do NOT include sub-contractor or consultant travel in this section. (See Sect. F below.)
2. Break down the costs by trip. Travel costs need to be specific: for each trip, mention who the traveler(s) will be, where to and when will they travel, and the total cost for the trip.
3. Include estimated travel costs to attend the BTI Annual Meeting (Washington D.C. area, Fall timeframe, up to two nights). Budget should include travel, meals and lodging for the PI and a student (if applicable). If the proposal includes subaward(s) to other organizations(s), the same travel rules apply to each subaward. In particular, travel must be included for each subcontract PI and student (if applicable).
4. Up to one additional professional meeting will be funded for PI, co-PIs, investigator, or student. This meeting should be likely to attract the attendance of DHS end users / stakeholders. Travel justification should include destination and purpose of trip. You may also use a descriptive placeholder, e.g. "academic meeting," if specific event has not been identified at this time.
5. Performers are encouraged to use teleconferencing tools to meet with stakeholders instead of budgeting for in person travel.
6. Foreign travel is highly discouraged unless **fully justified**, as DHS requires pre-approval by the project Champion at least 60 days prior to departure.

E. Participant Support Costs

Please do not include costs in this category unless directly notified by BTI

F. All Other Direct Costs

- Break down the costs by category (not all categories may be applicable)

F.1 Materials and Supplies

Note: Office supplies, general duplication costs, etc. are included in indirect costs.

F.2 Publication Costs

F.3 Consultant Services

Include consultant travel and supply costs as part of consultant budget. Provide a description of services, scope of work, and consultant credentials. Costs for external collaborators classified as consultants that significantly exceed 10% of the total budgeted costs **are strongly discouraged**. This level of effort is better justified via a subaward.

F.4 ADP/Computer Services**F.5 Subawards/Contractual**

Attach a separate Cost Information form for each subaward to be issued to another institution.

F.6 Equipment of Facility Rental/User Fees**F.7 Alterations and Renovations****F.8 Other****H. Indirect (F&A) Costs**

- State the actual rate and base cost used for calculating this.