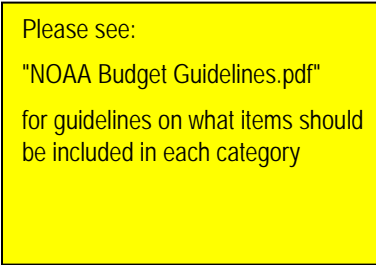


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**BUDGET JUSTIFICATION TEMPLATE**  
**NOAA Coastal Services Center**

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The following is an example of a budget narrative that should meet NOAA Grant Management Division requirements. Specifically, the example demonstrates how the Budget Narrative is organized to reflect the Budget Object Class Categories found on the NOAA Standard Form SF-424A:

- a. Personnel
  - b. Fringe Benefits
  - c. Travel
  - d. Equipment
  - e. Supplies
  - f. Contractual
  - g. Construction
  - h. Other
  - j. Indirect Charges
- 

Also, please note that the total amount that is reflected in each category on the SF-424A must match the amount for that category in the Budget Narrative.

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**a. Personnel:**

Funding in the amount of \$XXXX is requested to defray the cost of Dr. X's salary for X months. The cruise requires X sea days plus several days travel and preparation. Dr. X will organize and participate in the cruise, submit the requisite NOAA and Ocean Exploration reports, direct the analysis of imagery and samples, and prepare all final manuscripts.

Funding in the amount of \$X is request for graduate student salary for X months. The student is critical to the project and will assist Dr. X in the analysis of imagery and samples.

**b. Fringe Benefits:**

Fringe benefits for the salaries of the personnel listed above equal \$XXXX and were calculated at a rate of XX%.

**c. Travel:**

Two one-way tickets (Dr. X and student) to city X ( $\$XXX \times 2 = \$XXX$ ) and return tickets from city Y ( $\$XXX \times 2 = \$XXX$ ), plus X days housing and per diem for each traveler. An additional \$X is requested for renting a vehicle for transporting supplies and equipment to and from the ship. Travel costs for Dr. X to travel to city X for presenting preliminary results after the cruise is over are estimated at \$XXX (round-trip airfare and X days per diem).

**d. Equipment (provide description and estimated cost per unit (if appropriate) for items  $\geq$  \$5000):**

Funding in the amount of \$XXXX is requested for two laptop computers (\$XXXX each), one printer (\$XXX), and a digital audio recorder (\$XXX).

**e. Supplies:**

Funding in the amount of \$XXXX are requested to cover chemicals (\$XXXX); sampling jars and labels (\$XXX); specialized collection traps (\$XXXX); mini-DV tapes (\$XXX); instruments for dissecting organisms (\$XXX); and miscellaneous supplies (\$XXX).

**f. Contractual:**

Funding in the amount of \$XXXXX is requested for a subcontract with ZZZ Company for lease of a portable multibeam unit and crew to operate the system for a period of XX days during the cruise, and for post-processing the data collected (provide separate sole-source justification if necessary).

**g. Construction (typically applies to structures and does not apply):**

**h. Other – Services:**

A total of \$XXXX is requested for other items to support the project including \$XXX to cover the cost of communications from ship-to-shore (phone and Email), \$XXX for shipping samples from the ship to laboratories, and \$XXX for publication costs. Tuition totaling \$XXXX is requested for two semesters at the non-resident rate at University X for the graduate student.

**j. Indirect Charges:**

Indirect charges totaling \$XXXX for University X at the fixed rate of XX% (provide separate document containing information on the most current rate agreement for indirect charges and fringe benefits).