**NOTE: This is a very basic template. Please edit as necessary.**

***Title of Project***

***RFP #***

***PI NAME*, Principal Investigator, Michigan State University**

**Budget Justification**

SENIOR PERSONNEL: Summer salary for PI, ***PI name (level of effort)*** & co-PI, ***co-PI name (level of effort)***, is requested. ***PI name*** will provide oversight and direction for the project.

OTHER PERSONNEL: [such as Research Associates, Technical Staff, Graduate Assistants, Undergraduate Hourly, Graduate Hourly, Other Hourly] Salary is also requested for ***Project Role (level of effort).***

FRINGE BENEFITS: MSU fringe benefits are based on a specifically identified rate for all employees. Under this system, costs are identified into four categories and accounts will be charged only to the extent that an employee receives those benefits. Categories are; Retirement; FICA; Other/Miscellaneous; and Health Costs. Summer salaries for AY appointment faculty are limited to 7.65%. Fringe rates for Graduate Assistants are determined by the university. All salaries are increased by 3% annually.

[Must include for NSF]Michigan State University uses the following definitions for the purpose of calculating the two-month limit on salary requested in the proposal budget for senior personnel:

* A calendar year is the 12-month period starting January 1 and ending December 31.
* A fiscal year is the 12-month period starting July 1 and ending June 30.
* An Academic Year is a 12-month period starting August 16 and ending August 15, consisting of three semester sessions: Fall (August 16 to December 31), Spring (January 1 to May 15), and Summer (May 16 to August 15). AY effort is used to indicate any chronological combination of Fall and Spring semesters, while SU effort is used to indicate effort during the Summer semester.

TRAVEL: Travel funds are requested to attend scientific meetings for the dissemination of results.

PARTICIPANT SUPPORT COSTS:

MATERIALS AND SUPPLIES: Materials and supplies category will cover project supplies and other expenses directly related to the project. [PLEASE INCLUDE SOME ADDITIONAL DETAIL]

PUBLICATIONS COSTS: Funds are requested to cover page charges and other costs associated with publication.

COMPUTER SERVICES:

CONSULTANTS:

SUB-AWARDS:

OTHER:

GRADUATE TUITION AND FEES: Funds are requested to cover tuition reimbursement for the Graduate Research Assistants at the rate established annually by the university.

FACILITIES & ADMINISTRATIVE (INDIRECT) COSTS:

[Must include for NSF]F&A has been calculated by applying the 56.5% rate described below to a MTDC base of $MTDCbase, totaling $TotalF&A for the project period.

MSU’s negotiated rate, effective 7/1/2019 through 6/30/2023, is 56.5%. MSU utilizes a Modified Total Direct Costs consisting of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first $25,000. MTDC shall exclude equipment, capital expenditures, tuition remission as well as the portion of each subcontract in excess of $25,000. This agreement was negotiated through the Department of Health and Human Services, Matthew Dito, telephone 214-767-3261.