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**NSF REU Budget Justification Template**

# NSF REU Budget Justification

This budget justification template was created based on a ceiling of $375,000 that could be requested for the entire three-year funding period. Note that the sample budget is below the maximum amount for this example. (The total amount of direct and indirect costs (F&A) is $374,957) Please consult with your Program Officer on the expected maximum amount of funding for your specific directorate/department.

The Division of Research and Innovation is encouraging PIs to consider including a Program Coordinator in their REU proposals to help with administrative burden. The Program Coordinator will be able to take on logistical and administrative tasks that would otherwise be done by the PI/Co-PI. If all REUs budgeted 1 month per year for a Program Coordinator and multiple REUs at TAMU-CC were funded, then this could contribute to a single Program Coordinator able to serve all sites. (If six submissions budget like this and get funded, that is half of the funding for a full-time person needed per year.)

This is a mock budget justification meant to serve as an example. Please feel free to play with numbers as you see fit for your proposal and that align with your directorate/department’s funding norms.

The REU Mock Budget spreadsheet that can be found in each PI’s REU folder was used to create this budget justification and is only intended to be an example. Your designated Proposal Administrator at Sponsored Research Services (SRS) in College Station will be filling out the budget template for you; you will only need to send them your budget information.

Example budget justification information from Jayne-Marie Linguist

TAMU-CC/TAMUS policy information from the Division of Research and Innovation

Definitions/guidelines and other information from NSF’s REU solicitation and/or PAPPG

Requirements listed in the REU solicitation override those in the NSF PAPPG (22-1). When writing your budget justification, reference both the REU solicitation and NSF PAPPG to ensure that all requirements and guidelines are being followed.

Some NSF directorates/divisions have specific expectations for REU proposals. Please consult with your REU Program Officer for any directorate/division-specific expectations and guidelines regarding your REU budget.

*If you have any general questions about the NSF REU Budget Justification Template or would like assistance writing your budget justification, please contact Jayne-Marie Linguist (*[*jayne-marie.linguist@tamucc.edu*](mailto:jayne-marie.linguist@tamucc.edu)*) or* [*researchdevelopment@tamucc.edu*](mailto:researchdevelopment@tamucc.edu)*.*

**Budget Justification**

# Personnel

**PI [Name]** will [describe the role of the PI for the REU site with any responsibilities and activities they will be doing]. **PI [Name]** requests funding for 0.4 months effort based on a yearly salary of $90,000 ($9,551 for the three-year funding period). They will direct the REU program, including managing the Program Coordinator, student mentors, and research activities. **PI [NAME]** will also work directly with students throughout the REU and serve as a mentor.

**Co-PI: [Name]** will [describe the role of the Co-PI for the REU site with any responsibilities and activities they will be doing]. **Co-PI [Name]** requests funding for 0.3 months effort based on a yearly salary of $80,000 ($6,367 for the three-year funding period). The Co-PI will be involved with recruiting students for the REU and guiding faculty mentors. The Co-PI will also serve as a student mentor along with the PI.

**Senior Personnel: [Name]** will [describe the role of the Senior Personnel for the REU site with any responsibilities and activities they will be doing]. **[Name]** requests funding for 0.3 months effort based on a yearly salary of $80,000 ($6,367 for the three-year funding period). The Senior Personnel will be involved with recruiting students for the REU and guiding faculty mentors. The Senior Personnel will also serve as a student mentor along with the PI and Co-PI.

# Other Personnel

**Program Coordinator: A program coordinator** will [describe the role of the Other Personnel for the REU site with any responsibilities and activities they will be doing]. Werequest funding for a program coordinator for 1.0 months effort based on a salary of $65,000 per year for the three-year funding period ($17,245 for the three-year funding period). The program coordinator will oversee all aspects of the REU site pertaining to logistical and administrative tasks. They will coordinate with various University offices to prepare housing, meal plans, log-in information, emails, and other administrative needs for the students.

# Fringe Benefits

Fringe benefits are calculated at 18.8% for faculty members and 11% for students per TAMU-CC standards. Insurance costs are calculated from the Texas A&M University System (TAMUS) rate of $825 per month for faculty members and $560 for students (graduate assistants).

For **PI, Co-PI, Senior Personnel and Program Coordinator**, the fringe and insurance costs will total $12,289 for all three years.

# Direct Costs

## Equipment

Provide any information, descriptions, and costs regarding materials and supplies needed for the REU site. Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the proposer for financial statement purposes, or $5,000.

N/A

## Participant Support Costs

### Stipends

Students will receive a $600 per week stipend totaling $6,000 for the 10 weeks they will be at the REU site. This will equal $60,000 per year for 10 students and $180,000 for the entire granting period.

### Travel

A budget of $5,000 will be used for transportation of the students to and from the REU site, including airfare and mileage for all 10 participants each year. Additionally, a total of $1,500 will be used for students to travel to present at conferences equaling $6,500 per year. The total travel budget for the entire granting period is $19,500.

### Subsistence

Students will live in a 4-bedroom, 4-bathroom apartment at TAMU-CC Islander Housing’s Momentum Village apartment complex for approximately $26 per day. They will also receive approximately $18 per day for dining services on-campus from Islander Dining. Students will spend 73 days at the REU site to accommodate for pre- and post-program preparation. Housing and meal plans combined equals approximately $44 per day for each student (approximately $32,120 per year for 10 students). The total cost of housing and dining for the entire three-year funding period is approximately $96,360.

## Other Direct Costs

Provide any information, descriptions, and costs regarding other direct costs if they are applicable (see below) that are needed for the REU site.

## Materials and Supplies

Textbooks, voice recorders, and notebooks will be purchased for students to use during the REU program. Textbooks will cost approximately $700 and voice recorders will also cost approximately $1,000. These items will be used throughout the three-year program by all students.

Each student will be given a notebook to journal their experience during the REU program. The journals will cost approximately $300 total ($100 per year).

## Publication/Documentation/Dissemination

## Consultant Services

## Computer Services

## Subawards

Except for the purpose of obtaining goods and services for the proposer’s own use which creates a procurement relationship with a contractor, no portion of the proposed activity may be subawarded or transferred to another organization without prior written NSF authorization. Such authorization must be provided either through inclusion of the subaward(s) on an NSF award budget or by receiving written prior approval from the cognizant NSF Grants Officer after an award is issued.

# Other

# Total Direct Costs

The total amount of direct costs is $353,177

# Indirect Costs

The Indirect Costs are calculated from 38% of the Modified Total Direct Costs. This percentage has been previously negotiated and aligns with NSF agreements.

The indirect costs total $21,780

# Total Direct and Indirect Costs (F&A)

The total amount of direct and indirect costs (F&A) is $374,957

# Amount of this Request

$374,957