Required Budget Narrative Checklist for Model State Program Training Grant Proposals

(form updated January 2026)

****In the Budget Narrative, you must explain why each cost in the budget is needed to complete your Project. ****

PERSONNEL (LABOR): Your Institution Personnel

(non-employee payments are other direct costs)

- ☐ Position or Name
- ☐ Salary & basis for this salary (i.e. FTE; Hourly rate, etc.)
- ☐ Length of time expected to work
- ☐ What will they be doing?

  Secretarial / clerical must be exceptional in nature and justified as it relates to the project.

FRINGE BENEFITS (if applicable)

- ☐ Provide Total allowable fringe benefits

  Salary x % Rate = Benefits

TRAVEL

All travel expenses associated with this request must be shown in budget narrative.

- ☐ How does this travel relate to your project goals/ activities (**required**)
- ☐ Destination – if known
- ☐ Mileage – Maximum rate is $0.725 mi.
- ☐ Lodging - # of nights, # of people, Lodging cost
- ☐ Daily Per Diem-Rate for Meals; for current rate see: www.gsa.gov/perdiem
- ☐ ***International Travel is NOT ALLOWED***

MATERIALS & SUPPLIES

- ☐ State how each Material/Supply relates to the project.
- ☐ List Items and Cost

  * **Items normally covered under F&A**, such as office supplies, must be justified as being required by the scope of the work, can be easily identified to your specific project, and are above and beyond what would normally be covered under F&A.

OUTREACH

- ☐ Field Days, Workshops, Educational Brochures, Fact Sheets and other outreach activities. **** No Breakfast is allowed on any Grant. ****

Field Days & Workshops – includes costs of holding a field day or workshop. (e.g. Rental of facilities, cost of refreshments, equipment or supplies needed for the field day or workshop, and any other expenses associated with the preparation and execution of educational field days or workshops.) **Provide full details** in the budget narrative. Any purchases of food or refreshments must be itemized and justified in the budget, the cost must be reasonable, and the justification must explain the estimated cost per person and why these items are necessary for the project. Also, if meals are provided, you must show expense is for the continuity of the meeting; that meeting will be held at a remote location; and includes non-UGA employee participants.

PRINTING OF BROCHURES

- ☐ List each Item and Cost

  Includes costs associated with printing and distribution of educational fact sheets or brochures relating to the project and sustainable agriculture..

MISCELLANEOUS ALL OTHER DIRECT COSTS

- ☐ Direct project charges not included in other categories. Description and cost must be included in budget narrative for each item.

Honorariums – Provide recipient information (if known) or number expected, reason for need, and fee associated with the honorarium.

Consultants: Persons or Entities who provide advice for the project – Provide the name & organization of the consultant, a statement of work, funds being charged to the project. Also provide a copy of the resume or vita.

Fee for Services -- A fee for services is the cost of professional services by nonemployees of the lead institution/organization required for a project that is beyond the scope of the work the grant recipient can perform or provide. Fee for services covers work that is needed for the project, but the professional performing the work or skill is not actually working on the project.

Examples of fee for services include: lab/data analysis, survey development, graphic design, videography/photography, transcription.

When listing fee for services in the budget narrative:

- Determine the cost of the service (per hour, flat rate, etc.);
- Provide the nature and scope of the service in relation to the project;
- Provide the qualifications of the individual/group rendering the service;
- Provide the fees charged by the individual/group for the service to be performed.

INDIRECT COSTS

USDA-NIFA will allow recovery of indirect costs. Indirect costs under a Sustainable Agriculture Research and Education (SARE) Education Grant is limited to 10 percent of Total Direct Costs (TDC) or the grantees' Federally Negotiated Rate, whichever is less.

Therefore, when preparing budgets, limit your request for recovery of indirect costs to the lesser of your institution's

official negotiated indirect cost rate or the equivalent of 10 percent of total direct costs awarded. The Indirect Cost of 10 percent Total Direct Costs (TDC) is the maximum allowable. Amounts exceeding the maximum allowable indirect cost is considered unallowable.

If your institution is waiving indirect costs, this must be noted in the budget narrative.

TUITION
SARE PROGRAM - TUITION IS **NOT ALLOWED**

MATCHING FUNDS / COST SHARE
Are not required by SARE

*Note: If there is something you wish to budget but have concerns regarding budget placement please contact Denise Quick for assistance at 770-229-3420 or email denise.quick@uga.edu