

Budget Detail, Justification and Narrative					It is required to maintain formulas in column F. Column F auto calculates based on columns D and E.	
Applicant's name and institution: Lisa Chiang, Jackson Research Center						
Item name	Narrative justification of expense	Unit	Quantity	\$ per unit	Quantity x \$ =	
<b>PERSONNEL</b>						
Only people employed by the recipient organization or farm should be listed in this category. Those employed elsewhere should be listed under <b>Consultants</b> in <b>Other Direct Costs</b> , or, if individuals are to be paid by another organization via a subaward to that organization, they should be included in a separately detailed subaward budget and the subaward total should be listed below under <b>Subawards</b> in <b>Other Direct Costs</b> .						
<b>Salaries and wages.</b>						
Provide narrative detail of each person's role in the project or the services they are providing through their work on the project. Show full-time equivalency as a percentage and salary for each year, or provide hourly wage multiplied by number of hours, to equal total \$ requested.						
<b>Project leader(s).</b>						
Lisa Chiang, associate director, Jackson Research Center	Coordinate activity with the participating farm to oversee the experiment and outreach effort, 1 year	FTE	0.05	\$ 75,580.00	\$	3,779.00
					\$	-
<b>Student wages.</b>						
					\$	-
					\$	-
<b>Support staff.</b>						
Taylor Allende, research assistant	summer labor; setting out treatments, collecting the insect counts and samples, entering data into computer database, measuring harvest yields; 8 weeks, 30 hours per week.	hr.	240	\$ 18.00	\$	4,320.00
					\$	-
<b>Subtotal: Salaries and wages (rounded to the nearest dollar)</b>					\$	<b>8,099</b>
<b>Fringe benefits.</b>						
If applicable, provide the cost of fringe benefits. These should be calculated as a percentage of the salary and/or wage amounts above. Tuition remission for students with assistantships should listed under <b>Other</b> in <b>Other Direct Costs</b> .						
Fringe on Project Leader labor at 30%						
		%	0.3	\$ 3,779.00	\$	1,133.70
Fringe on assistant labor at 30%		%	0.3	\$ 3,720.00	\$	1,116.00
					\$	-
					\$	-
<b>Subtotal: Fringe benefits (rounded to the nearest dollar)</b>					\$	<b>2,250</b>
<b>PERSONNEL TOTAL (salaries, hourly labor, and fringe benefits)</b>					\$	<b>10,349</b>
<b>NON-PERSONNEL</b>		<b>Unit</b>	<b>Quantity</b>	<b>\$ per unit</b>	<b>Quantity x \$ =</b>	
<b>Materials and supplies.</b>						
This section is for items that are specific to the project. Indicate each item with estimated quantity and per-unit cost. Include narrative justification on why the item is necessary and why not otherwise available through the organization. Items must be project-specific and able to be tracked as being used for the project. General-use items such as office supplies are not allowable unless the items can be tracked and itemized for a project-specific purpose.						
Seed	for planting treatment plots, 3 lbs per 40 plots	lb.	120	\$ 4.69	\$	562.80
Chilean nitrate	fertilizer for test plots, various rates over 40 plots, 50 lb. bags	50 lb.	8	\$ 31.99	\$	255.92
Insect traps	for monitoring aphids, one per 12.5 feet X 10 sides	ea.	125	\$ 5.49	\$	686.25
Plastic mulch	for field plot planting	acre	2	\$ 400.00	\$	800.00
Sample bags	for field samples, plant material; package of 500	pkg	1	\$ 49.59	\$	49.59
					\$	-
<b>Subtotal: Materials and supplies (rounded to the nearest dollar)</b>					\$	<b>2,355</b>
<b>Travel.</b>						
For travel of employees/personnel only; list consultant travel under <b>Consultants</b> and list conference attendee travel under <b>Participant support costs</b> . Specify the purpose of the trip and who is traveling, the destination, dates of trip or number of days of trip if dates are not known, and expenses per trip. We recommend that you break out costs onto different lines (such as registration fees, lodging, airfare or mileage, per diem, etc.) so that your estimates are clear to reviewers.						
Lisa Chiang, mileage	Seventeen round trips from campus to cooperating farm to monitor project and collect samples by project leader @ 25 miles	miles	425	\$ 0.560	\$	238.00
Lisa Chiang, mileage	One round trip from campus to State Experiment Station by project leader to share preliminary results	miles	74	\$ 0.560	\$	41.44
Lisa Chiang lodging	Project leader to present at regional vegetable conference, lodging 3 nights State College, PA,	nights	3	\$ 150.000	\$	450.00
					\$	-
<b>Subtotal: Travel (rounded to the nearest dollar)</b>					\$	<b>729</b>
<b>Publications/printing.</b>						
Any publication development costs (editing, design and printing) that the project may incur, including project brochures and educational materials. Include publishing costs for scientific or technical journal articles here. You may include the cost of developing web-based publications here, but would not include general web hosting or photocopying as these expenses belong in <b>Other Direct Costs</b> . Show a per-piece cost for any publications you plan to develop.						
Color guidebook, to be printed and bound at Prince Printing.	For outreach in winter workshop training programs. Cost estimate from printer for 24 page booklets.	each	100	\$ 9.95	\$	995.00
					\$	-
<b>Subtotal: Publications (rounded to the nearest dollar)</b>					\$	<b>995</b>
<b>Other Direct Costs</b>		<b>Unit</b>	<b>Quantity</b>	<b>\$ per unit</b>	<b>Quantity x \$ =</b>	
<b>Communications. Mailings, postage, conference calls. Cell phone charges are not allowable.</b>						
Postage for field day outreach	300 flyers sent in mail @ \$0.46 each	each	300	\$ 0.660	\$	198.00
					\$	-
<b>Subtotal: Communications (rounded to the nearest dollar)</b>					\$	<b>198</b>
<b>Photocopying. In-house photocopying. Estimate the number of copies needed and the cost per page.</b>						
Photocopying of handout for field day	for field day, 12 pages each packet, 50 attendees	page	600	\$ 0.09	\$	54.00
					\$	-
<b>Subtotal: Photocopying (rounded to the nearest dollar)</b>					\$	<b>54</b>

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<b>Consultants, Speakers and Other Services</b>					
If outside entities will be compensated on a temporary basis to carry out specific tasks, these charges are listed here. Expenses for specific services, consultants and speakers/presenters should all be included here. Indicate in column A whether the cost is a consultant, service, or speaker. Include the names (if applicable) of those receiving stipends or payments for services, the organizations or farms, a description of the services they are providing, and a breakdown of the number of days or hours of service, rate of pay, and expenses to be reimbursed (travel), etc.					
<b>For consultants:</b> if the grant is awarded, you must keep a resume and scope of work on file for each consultant. If you are unable to name a specific consultant at the time of award, you will need to get Northeast SARE approval of the consultant before costs can be reimbursed.					
Research incentives and compensation for interviewees or other research participants should also be included here when clearly necessary for the success of the program. These individuals do not need to be named. Farmer collaborators if conducting work on behalf of the project team are often paid a stipend and that expense should be included here. Stipends for farmer					
Anthony Martinez	Cooperating farmer for test field prep, laying mulch, planting, and	days	9	\$ 500.00	\$ 4,500.00
Insect Specialist/Consultant, TBD	For insect field work in study to determine threshold and identification of	hrs	10	\$ 55.00	\$ 550.00
LabTech, LLC.	costs 2.5 hrs/month for 4 months @ \$25/hr	each	99	\$ 32.50	\$ 3,217.50
	Tissue analyses of 99 forage samples				\$ -
<b>Subtotal: Consultant, speaker, and/or trainer fees (rounded to the nearest dollar)</b>					<b>\$ 8,268</b>
<b>Conferences/meetings/workshops.</b>					
Costs of <b>hosting</b> project conferences, meetings, training events, and workshops are included in this category. Details of costs for each conference or meeting should be itemized and provided in the budget narrative. Meal expenses may be included in the budget only in situations where providing the meal maintains the continuity of a formal group meeting or educational training, and not offering such a meal would impose inappropriate discomfort for the meeting participants. List expenses for a project leader or staff attending a conference under <b>Travel</b> . List presenter expenses under <b>Consultants, Speakers and Other Services</b> . List trainee-participant expenses under <b>Participant Support Costs</b> .					
					\$ -
					\$ -
<b>Subtotal: Participant support costs (rounded to the nearest dollar)</b>					<b>\$ -</b>
<b>Participant Support Costs.</b>					
If meals, registration costs, transportation, lodging, stipends or other expenses are to be paid on behalf of participants who are receiving training as the project beneficiaries, these expenses should be listed as participant support costs. If participant support costs are requested for conferences/meetings, describe the purpose, dates, and location of the event. Payments for services rendered should be listed above under <b>Consultants, speaker, and/or trainer fees</b> . Other <b>Conference/meeting/workshop</b> expenses may be listed in that category above. <b>When calculating Modified Total Direct Cost (MTDC) calculations, participant support costs are not included.</b>					
					\$ -
					\$ -
<b>Subtotal: Participant support costs (rounded to the nearest dollar)</b>					<b>\$ -</b>
<b>Off-site office rental.</b>					
Office rental is often covered under the organization's indirect costs and would only be applicable if a remote site was specifically needed to carry out the project. <b>When calculating Modified Total Direct Cost (MTDC) calculations, off-site office rental expenses are not included.</b>					
					\$ -
					\$ -
<b>Subtotal: Off-site office rental (rounded to the nearest dollar)</b>					<b>\$ -</b>
<b>Purchase of equipment ( or the cost of fabrication of equipment)</b>					
Fabrication of equipment is only appropriate when a project plan of work calls for a piece of equipment to be constructed as an integral part of the project. Only project specific equipment with clear justification of need and full use in the project is allowable. General use equipment is not allowed. <b>When calculating Modified Total Direct Cost (MTDC) calculations, equipment expenses are not included.</b>					
					\$ -
					\$ -
<b>Subtotal: Equipment (rounded to the nearest dollar)</b>					<b>\$ -</b>
<b>Rental of equipment or land-use charges</b>					
Land-use charges are most typical in field research situations when a rental rate or per acre/square foot fee is applied. <b>When calculating Modified Total Direct Cost (MTDC) calculations, equipment rental and land-use expenses are not included.</b>					
Land rental for experimental plots	Supplemental research plots at neighboring farm, rented by the acre per	acre	4	\$ 125.00	\$ 500.00
	season				\$ -
<b>Subtotal: Rental of equipment or land-use charges (rounded to the nearest dollar)</b>					<b>\$ 500</b>
<b>Other</b>					
For project expense that truly do not fit into any other category. Tuition remission for students with assistantships can be included here. Each item must be clearly identified and justified to be allowed. "Miscellaneous" and "contingency expenses" are not allowed. Research incentives and compensation for interviewees or other research participants should also be included here when clearly necessary for the success of the program. <b>When calculating Modified Total Direct Cost (MTDC) calculations, other expenses are not included.</b>					
					\$ -
					\$ -
<b>Subtotal: Other (rounded to the nearest dollar)</b>					<b>\$ -</b>
<b>Subtotal: Other Direct Costs before subcontracts/subawards (rounded to the nearest dollar)</b>					<b>\$ 9,020</b>
<b>Subawards</b>					
If there is a portion of the project that will be subawarded to another organization, list it in this section. List the institution, organization, or farm, the subaward leader's name, and the amount of the subaward. Each subawardee will need to complete a Budget Justification and Narrative Template and Grant Commitment Form – these must be uploaded to the proposal in the online submission system. It is expected that the prime recipient is taking the lead on the effort with full responsibility for reporting, and each subaward must be less than 50% of the overall project funding request. <b>When calculating Modified Total Direct Cost (MTDC) calculations, subaward amounts above \$25,000 for each subaward organization are not included.</b>					
				Total from separate spreadsheet:	
				Total from separate spreadsheet:	
<b>Subtotal: Subawards</b>					<b>\$ -</b>
<b>Other Direct Costs total (rounded to the nearest dollar)</b>					<b>\$ 9,020</b>
<b>NON-PERSONNEL TOTAL</b>					<b>\$ 13,099</b>
<b>TOTAL DIRECT COSTS</b>					<b>\$23,448</b>
<b>Indirect costs.</b>					
Complete the check-off below as to the basis for the amount being requested. Enter total indirect request amount on this line. Farms and other private businesses should leave the indirect cost amount blank or enter \$0 (see below).					
<b>TOTAL SARE REQUEST</b>					<b>\$ 25,792</b>
<b>Acknowledge that indirect has been offered through the application instructions by checking (X) in the appropriate box on the left below.</b>					
<b>X</b>	<b>Indirect is requested, based on having a federally negotiated indirect rate</b> (subject to USDA/NIFA cap of 10% total direct costs). We have entered the amount requested on the <b>Indirect costs</b> line above. Use your own indirect calculations above if your indirect rate is less than 10% of total direct costs or if your negotiated rate is based on Modified Total Direct Costs.				

<i>Item name</i>	<i>Narrative justification of expense</i>	<i>Unit</i>	<i>Quantity</i>	<i>\$ per unit</i>	<i>Quantity x \$ =</i>
	<p><b>Indirect is requested, based on the de minimis rate</b> (our organization does not have a federally negotiated indirect rate). We have entered the amount requested for indirect on the <b>Indirect costs</b> line above. This calculation uses Modified Total Direct Costs.</p>				
	<p><b>No indirect is requested (farms or other for-profit business</b> ineligible for indirect, as specified below). Overhead expenses that are directly attributable to the project may be itemized in the direct cost budget and <b>do not exceed the USDA/NIFA cap of 10% of total direct costs.</b></p>				
	<p><b>No indirect is requested</b> (check if your organization is eligible, but chooses not to request indirect). Overhead expenses that are directly attributable to the project may be itemized in the direct cost budget and <b>do not exceed the USDA/NIFA cap of 10% of total direct costs.</b></p>				