

# How to Write an NIH **Modular** Budget Justification

## **PERSONNEL**

List all personnel, including names, number of person months devoted to the project (indicate academic, calendar, and/or summer) and roles on the project. Do not provide individual salary information.

Explain all personnel for **EACH YEAR**. Include:

- How much effort per person. If the person has a 9-month appointment, the effort must be defined as either academic year or summer effort (or both, if applicable). Effort must be calculated as a percentage for internal purposes, but as person-months for federal sponsors.
- If a person's effort changes from year to year, explain why the effort increases/decreases.
- Why the person is on the project: job title and tasks the person will perform.
- RA--8 or 12 months?
- Consultants: Detailed explanation of consultants: How many hours or days will the consultant work? What tasks will the consultant perform on the project?

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## **CONSORTIUM/CONTRACTUAL COSTS (Subcontracts)**

- Provide an estimate of total costs (direct plus facilities and administrative) for each year, rounded to the nearest \$1,000. While only the direct cost for a consortium/contractual arrangement is factored into eligibility for using the modular budget format, the **total** consortium/contractual costs must be included in the overall requested modular direct cost amount.
- List the individuals/organizations with whom consortium or contractual arrangements have been made, along with all personnel, including percent of effort (in person months) and roles on the project. Do not provide individual salary information
- Indicate whether the collaborating institution is foreign or domestic.

Save this information in a single file in a location you remember. Click Add Attachment, browse to where you saved the file, select the file, and then click Open.

*INTERNAL NOTE: This section needs to be saved as a file different from the "Personnel" justification, and separately uploaded into your grants.gov application.*

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## **ADDITIONAL JUSTIFICATION NARRATIVE**

If the requested budget requires any additional justification, such as variations in the number of modules requested, save this information in a single file in a location you remember. Click Add Attachment, browse to where you saved the file, select the file, and then click Open.

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**“The Analysis of Data Associated with Consumer Confidence”**

**PI: Abigail Able, Ph.D.  
Boston University**

**Budget Justification**

**PERSONNEL**

Abigail Able, Ph.D., Principal Investigator, will act as the Primary Investigator on this project, and as such will direct the research in this proposal. This includes the conception and organization of specific experiments, the interpretation of the data, and the publication of the final results. In each project year, Dr. Able will dedicate 1.8 person months (academic year) and 3.0 person-months (summer period). This will allow Dr. Able to reduce her teaching load by one course during the academic year and to dedicate her summer to this project, greatly facilitating the progress of the proposed research.

Benjamin Bentley, Ph.D., Co-I, has worked with the PI for the past four years. Dr. Bentley will provide detailed data computation and analysis for this research. He will devote in each project year 2.25 person-months (academic year) and 0.75 person-months (summer).

Christopher Carpenter, Ph.D., Co-I, will conduct numerous experiments and collect data samples for analysis. With twenty years of experience in data collection, his expertise is invaluable to this project. He will devote 10% effort of each calendar year during the entire project (1.2 person months).

One graduate student assistant will devote in each project year 12 person-months. The graduate student will perform data entry and analysis, as well as coordinate the distribution and collection of survey materials.

One undergraduate student assistant will perform general lab tasks. In each project year, s/he will work approximately 10 hours per week for 26 weeks.

**CONSULTANT**

Danielle Davidson, Ph.D. will provide expert data analysis on the results of this research. As a professor of statistics at M.I.T., Dr. Davidson has extensive experience in this area. She will work 20 days/year on this project.

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### **CONSORTIUM/CONTRACTUAL COSTS**

University of Ohio

Domestic Institution

	Year One	Year Two	Year Three	Year Four	Year Five
Total Costs	\$49,000	\$51,000	\$53,000	\$55,000	\$57,000

Donna Diameter, Ph.D., Principal Investigator, will act as the Primary Investigator on this subcontract. She will perform experiments, analyze data, and publish the final results. In each project year, Dr. Diameter will dedicate 1 person-month (academic year) and 3.0 person-months (summer period). This will allow Dr. Diameter to reduce her teaching load by one course during the academic year and to dedicate her summer to this project.

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**ADDITIONAL JUSTIFICATION NARRATIVE**

In Year One, an additional budget module is requested to support the purchase of an electronic spectrometer (\$22,000). The project requires this electronic spectrometer in order to perform scientific experiments necessary to the proposed research.