

Federal Agency Form Instructions

Form Identifiers	Information
Agency Owner	Grants.gov
Form Name	R & R Subaward Budget (Fed/Non-Fed) Subform
Form Version Number	1.2
OMB Number	4040-0001
OMB Expiration Date	10/31/2019

Form Field Instructions

Field Name	Required or Optional	Information
ORGANIZATIONAL DUNS:	Required	This is the DUNS or DUNS+4 number of the applicant organization. For subaward applicants, this field is a required enterable field.
Organization Name	Optional	Enter name of the organization.
Budget Type	Required	Check the appropriate block for Budget Type, Project or Subaward/Consortium. This field is required.
Budget Period Start Date	Required	Enter the requested/proposed start date of each budget period. This field is required.
Budget Period End Date	Required	Enter the requested/proposed end date of each budget period. This field is required.
A. Senior Key Person Name	Required	Section label
Prefix	Optional	Enter the prefix (e.g., Mr., Mrs., Rev.) for the name of each Senior/Key Person.
First Name	Required	Enter the first name of the Senior/Key Person. This field is required for the addition of a senior/key person.
Middle Name	Optional	Enter the middle name of the Senior/Key Person.
Last Name	Required	Enter the last (family) name of the Senior/Key Person. This field is required for the addition of a senior/key person.
Suffix	Optional	Enter the suffix (e.g., Jr, Sr, PhD) for the name of the Senior/Key Person.

Field Name	Required or Optional	Information
Project Role	Required	Identify the project role of each key/senior person in this section. This section could also include such roles as Co-PI/PD, Postdoctoral Associates, and Other Professionals. This field is required for the addition of a senior/key person.
Senior/Key Person - Base Salary	Optional	Enter the annual compensation paid by the employer for each senior/key personnel. This includes all activities such as research, teaching, patient care, or other. You may choose to leave this column blank.
Senior/Key Person - Calendar Months	Optional	Identify the number of months devoted to the project in the applicable box for each senior/key person; i.e., calendar, academic, summer.
Senior/Key Person - Academic Months	Optional	Identify the number of months devoted to the project in the applicable box for each senior/key person; i.e., calendar, academic, summer.
Senior/Key Person - Summer Months	Optional	Identify the number of months devoted to the project in the applicable box for each senior/key person; i.e., calendar, academic, summer.
Senior/Key Person - Requested Salary	Required	Regardless of the number of months being devoted to the project, indicate only the amount of salary being requested for this budget period for each senior/key person. This should include both Federal & Non-Federal dollars. This field is required for the addition of a senior/key person.
Senior/Key Person - Fringe Benefits	Required	Enter applicable fringe benefits, if any, for each senior/key person. This should include both Federal & Non-Federal dollars. This field is required for the addition of a senior/key person.
Senior/Key Person - Total (Sal & FB) (Fed + Non-Fed)	Required	This total will auto-calculate. Total salary & fringe benefits (Fed + Non-Fed) for each senior/key person. This field is required for the addition of a senior/key person.

Field Name	Required or Optional	Information
Senior/Key Person - Federal Share	Required	Enter Federal funds proposed for salary & fringe benefits for each senior/key person. You must enter a dollar amount if salary or fringe benefits are proposed for this person. The amount entered can equal zero dollars. This field is required for the addition of a senior/key person.
Senior/Key Person - Non-Federal Share	Required	Enter Non-Federal funds proposed for salary & fringe benefits for each senior/key person. You must enter a dollar amount if salary or fringe benefits are proposed for this person. The amount entered can equal zero dollars. This field is required for the addition of a senior/key person.
Additional Senior/Key Persons Attachment	Optional	If funds are requested for more than 8 Senior/Key Persons, include all pertinent budget information and attach as a file here. Enter the Total (Fed + Non-Fed), Federal and Non-Federal funds proposed for all additional senior/key persons in the following fields.
Total Funds requested for all Senior Key Persons in the attached file - Total (Sal & FB) (Fed + Non-Fed)	Optional	Enter Total Salary and FB (Fed + Non-Fed) for all Senior Key Persons in the attached file. This field is required if additional Senior Key Persons are provided in an attached file.
Total Funds requested for all Senior Key Persons in the attached file - Federal Share	Optional	Enter Federal funds proposed for salary & fringe benefits for all Senior Key Persons in the attached file. You must enter a dollar amount if salary or fringe benefits are proposed for any person in the attached file. The amount entered can equal zero dollars. This field is required if additional Senior Key Persons are provided in an attached file.
Total Funds requested for all Senior Key Persons in the attached file - Non-Federal Share	Optional	Enter Non-Federal funds proposed for salary & fringe benefits for all Senior Key Persons in the attached file. You must enter a dollar amount if salary or fringe benefits are proposed for any person in the attached file. The amount entered can equal zero dollars. This field is required if additional Senior Key Persons are provided in an attached file.

Field Name	Required or Optional	Information
Total Senior/Key Person - Total (Sal & FB) (Fed + Non-Fed)	Required	This total will auto-calculate. Total Salary + FB (Fed + Non-Fed) for all Senior Key Persons.
Total Senior/Key Person - Federal Share	Required	This total will auto-calculate. Total Federal funds proposed for all Senior Key Persons.
Total Senior/Key Person - Non-Federal Share	Required	This total will auto-calculate. Total Non-Federal funds proposed for all Senior Key Persons.
B. Other Personnel	Optional	Section label
Post Doctoral Associates - Number of Personnel	Optional	For each project role category identify the number of personnel proposed. This field is required for each project role proposed.
Post Doctoral Associates - Project Role	Optional	Project Role label
Post Doctoral Associates - Calendar Months	Optional	Identify the number of months devoted to the project in the applicable box for each project role category; i.e., calendar, academic, summer.
Post Doctoral Associates - Academic Months	Optional	Identify the number of months devoted to the project in the applicable box for each project role category; i.e., calendar, academic, summer.
Post Doctoral Associates - Summer Months	Optional	Identify the number of months devoted to the project in the applicable box for each project role category; i.e., calendar, academic, summer.
Post Doctoral Associates - Requested Salary	Optional	Regardless of the number of months being devoted to the project, indicate only the amount of salary/wages being requested for each project role. This should include both Federal and Non-Federal dollars. This field is required for each project role proposed.
Post Doctoral Associates - Fringe Benefits	Optional	Enter applicable fringe benefits, if any, for this project role category. This should include both Federal and Non-Federal dollars. This field is required for each project role proposed.
Post Doctoral Associates - Total (Sal & FB) (Fed + Non-Fed)	Optional	This total will auto-calculate. Total salary/wages & fringe benefits (Fed + Non-Fed). This field is required for each project role proposed.

Field Name	Required or Optional	Information
Post Doctoral Associates - Federal Share	Optional	Enter Federal funds proposed for salary/wages & fringe benefits. You must enter a dollar amount if salary/wages or fringe benefits are proposed for this project role. The amount entered can equal zero dollars. This field is required for each project role proposed.
Post Doctoral Associates - Non-Federal Share	Optional	Enter Non-Federal funds proposed for salary/wages & fringe benefits. You must enter a dollar amount if salary/wages or fringe benefits are proposed for this project role. The amount entered can equal zero dollars. This field is required for each project role proposed.
Graduate Students - Number of Personnel	Optional	For each project role category identify the number of personnel proposed. This field is required for each project role proposed.
Graduate Students - Project Role	Optional	Project Role label
Graduate Students - Calendar Months	Optional	Identify the number of months devoted to the project in the applicable box for each project role category; i.e., calendar, academic, summer.
Graduate Students - Academic Months	Optional	Identify the number of months devoted to the project in the applicable box for each project role category; i.e., calendar, academic, summer.
Graduate Students - Summer Months	Optional	Identify the number of months devoted to the project in the applicable box for each project role category; i.e., calendar, academic, summer.
Graduate Students - Requested Salary	Optional	Regardless of the number of months being devoted to the project, indicate only the amount of salary/wages being requested for each project role. This should include both Federal and Non-Federal dollars. This field is required for each project role proposed.
Graduate Students - Fringe Benefits	Optional	Enter applicable fringe benefits, if any, for this project role category. This should include both Federal and Non-Federal dollars. This field is required for each project role proposed.

Field Name	Required or Optional	Information
Graduate Students - Total (Sal & FB) (Fed + Non-Fed)	Optional	This total will auto-calculate. Requested salary/wages & fringe benefits (Fed + Non-Fed) for each project role. This field is required for each project role proposed.
Graduate Students - Federal Share	Optional	Enter Federal funds proposed for salary/wages & fringe benefits. You must enter a dollar amount if salary/wages or fringe benefits are proposed for this project role. The amount entered can equal zero dollars. This field is required for each project role proposed.
Graduate Students - Non-Federal Share	Optional	Enter Non-Federal funds proposed for salary/wages & fringe. You must enter a dollar amount if salary/wages or fringe benefits are proposed for this project role. The amount entered can equal zero dollars. This field is required for each project role proposed.
Undergraduate Students - Number of Personnel	Optional	For each project role category identify the number of personnel proposed. This field is required for each project role proposed.
Undergraduate Students - Project Role	Optional	Project Role label
Undergraduate Students - Calendar Months	Optional	Identify the number of months devoted to the project in the applicable box for each project role category; i.e., calendar, academic, summer.
Undergraduate Students - Academic Months	Optional	Identify the number of months devoted to the project in the applicable box for each project role category; i.e., calendar, academic, summer.
Undergraduate Students - Summer Months	Optional	Identify the number of months devoted to the project in the applicable box for each project role category; i.e., calendar, academic, summer.
Undergraduate Students - Requested Salary	Optional	Regardless of the number of months being devoted to the project, indicate only the amount of salary/wages being requested for each project role. This should include both Federal and Non-Federal dollars. This field is required for each project role proposed.

Field Name	Required or Optional	Information
Undergraduate Students - Fringe Benefits	Optional	Enter applicable fringe benefits, if any, for this project role category. This should include both Federal and Non-Federal dollars. This field is required for each project role proposed.
Undergraduate Students - Total (Sal & FB) (Fed + Non-Fed)	Optional	This total will auto-calculate. Requested salary/wages & fringe benefits (Fed + Non-Fed) for each project role. This field is required for each project role proposed.
Undergraduate Students - Federal Share	Optional	Enter Federal funds proposed for salary/wages & fringe benefits for each project role category. This field is required for each project role proposed.
Undergraduate Students - Non-Federal Share	Optional	Enter Non-Federal funds proposed for salary/wages & fringe benefits. You must enter a dollar amount if salary/wages or fringe benefits are proposed for this project role. The amount entered can equal zero dollars. This field is required for each project role proposed.
Secretarial/Clerical - Number of Personnel	Optional	Enter the number of personnel proposed for this project role category. In most circumstances, the salaries of administrative or clerical staff at educational institutions and nonprofit organizations are included as part of indirect costs. Examples, however, of situations where direct charging of administrative or clerical staff salaries may be appropriate may be found at: http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html#exc . The circumstances for requiring direct charging of these services must be clearly described in the budget justification. This field is required for each project role proposed.
Secretarial/Clerical - Project Role	Optional	Project Role label
Secretarial/Clerical - Calendar Months	Optional	Identify the number of months devoted to the project in the applicable box for each project role category; i.e., calendar, academic, summer.

Field Name	Required or Optional	Information
Secretarial/Clerical - Academic Months	Optional	Identify the number of months devoted to the project in the applicable box for each project role category; i.e., calendar, academic, summer.
Secretarial/Clerical - Summer Months	Optional	Identify the number of months devoted to the project in the applicable box for each project role category; i.e., calendar, academic, summer.
Secretarial/Clerical - Requested Salary	Optional	Regardless of the number of months being devoted to the project, indicate only the amount of salary/wages being requested for each project role. This should include both Federal and Non-Federal dollars. This field is required for each project role proposed.
Secretarial/Clerical - Fringe Benefits	Optional	Enter applicable fringe benefits, if any, for this project role category. This should include both Federal and Non-Federal dollars. This field is required for each project role proposed.
Secretarial/Clerical - Total (Sal & FB) (Fed + Non-Fed)	Optional	This total will auto-calculate. Requested salary/wages & fringe benefits (Fed + Non-Fed) for each project role. This field is required for each project role proposed.
Secretarial/Clerical - Federal Share	Optional	Enter Federal funds proposed for salary/wages & fringe benefits. You must enter a dollar amount if salary/wages or fringe benefits are proposed for this project role. The amount entered can equal zero dollars. This field is required for each project role proposed.
Secretarial/Clerical – Non-Federal Share	Optional	Enter Non-Federal funds proposed for salary/wages & fringe benefits. You must enter a dollar amount if salary/wages or fringe benefits are proposed for this project role. The amount entered can equal zero dollars. This field is required for each project role proposed.
Additional Other Personnel - Number of Personnel	Optional	For each project role category identify the number of personnel proposed. This field is required for each project role proposed.
Additional Other Personnel - Project Role Description	Optional	List any additional project role(s) in the blank(s) provided, e.g., Engineer, IT Professionals, etc. This field is required for each project role proposed.

Field Name	Required or Optional	Information
Additional Other Personnel - Calendar Months	Optional	Identify the number of months devoted to the project in the applicable box for each project role category; i.e., calendar, academic, summer.
Additional Other Personnel - Academic Months	Optional	Identify the number of months devoted to the project in the applicable box for each project role category; i.e., calendar, academic, summer.
Additional Other Personnel - Summer Months	Optional	Identify the number of months devoted to the project in the applicable box for each project role category; i.e., calendar, academic, summer.
Additional Other Personnel - Requested Salary	Optional	Regardless of the number of months being devoted to the project, indicate only the amount of salary/wages being requested for each project role. This should include both Federal and Non-Federal dollars. This field is required for each project role proposed.
Additional Other Personnel - Fringe Benefits	Optional	Enter applicable fringe benefits, if any, for this project role category. This should include both Federal and Non-Federal dollars. This field is required for each project role proposed.
Additional Other Personnel - Total (Sal & FB) (Fed + Non-Fed)	Optional	This total will auto-calculate. Requested salary/wages & fringe benefits (Fed + Non-Fed) for each project role category. This field is required for each project role proposed.
Additional Other Personnel - Federal Share	Optional	Enter Federal funds proposed for salary/wages & fringe benefits. You must enter a dollar amount if salary/wages or fringe benefits are proposed for this project role. The amount entered can equal zero dollars. This field is required for each project role proposed.
Additional Other Personnel - Non-Federal Share	Optional	Enter Non-Federal funds proposed for salary/wages & fringe benefits. You must enter a dollar amount if salary/wages or fringe benefits are proposed for this project role. The amount entered can equal zero dollars. This field is required for each project role proposed.
Total Number Other Personnel	Optional	This total will auto-calculate. Total Number of Personnel.

Field Name	Required or Optional	Information
Total Other Personnel - Total (Sal & FB) (Fed + Non-Fed)	Optional	This total will auto-calculate. Total Salary and FB (Fed + Non-Fed) for all Other Personnel.
Total Other Personnel - Federal Share	Optional	This total will auto-calculate. Total Federal funds proposed for all Other Personnel.
Total Other Personnel - Non-Federal Share	Optional	This total will auto-calculate. Total Non-Federal funds proposed for all Other Personnel.
Total Salary, Wages and FB - Total (Fed + Non-Fed)	Required	Total Salary and FB (Fed + Non-Fed) for all Senior Key Persons and all Other Personnel.
Total Salary, Wages and FB - Federal Share	Required	This total will auto-calculate. Total Federal funds proposed for all Senior Key Persons and all Other Personnel.
Total Salary, Wages, and FB - Non-Federal Share	Required	This total will auto-calculate. Total Non-Federal funds proposed for all Senior/Key Persons and all Other Personnel.
C. Equipment Description	Optional	Section label
Equipment Item	Optional	Equipment is defined as an item of property that has an acquisition cost of \$5,000 or more (unless the organization has established lower levels) and an expected service life of more than one year. List each item of equipment separately and justify each in the budget justification section. Allowable items ordinarily will be limited to research equipment and apparatus not already available for the conduct of the work. General-purpose equipment, such as a personal computer, is not eligible for support unless primarily or exclusively used in the actual conduct of scientific research. This field is required for each equipment item.
Equipment - Federal Share	Optional	Enter Federal funds proposed for each item of equipment including shipping and any maintenance costs and agreements. This field is required for each equipment item.
Equipment - Non-Federal Share	Optional	Enter Non-Federal funds proposed for each item of equipment including shipping and any maintenance costs and agreements. This field is required for each equipment item.
Equipment - Total (Fed + Non-Fed)	Optional	Estimated cost (Fed + Non-Fed) of each item of equipment including shipping and any maintenance costs and agreements. Dollar amount for item listed should exceed \$5000.

Field Name	Required or Optional	Information
Additional Equipment – Attachment	Optional	If this section cannot accommodate all the equipment proposed, attach a file in the block provided. List each additional item and the funds requested. For all additional items in the attached file, list the total funds requested in the following fields.
Additional Equipment - Federal Share	Optional	Enter Federal funds proposed for all equipment listed in the attached file. This field is required if additional equipment is provided in an attached file.
Additional Equipment - Non-Federal Share	Optional	Enter Non-Federal funds proposed for all equipment listed in the attached file. This field is required if additional equipment is provided in an attached file.
Additional Equipment - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for all equipment listed in the attached file. This field is required if additional equipment is provided in an attached file.
Total Equipment - Federal Share	Optional	This total will auto-calculate. Total Federal funds proposed for all equipment.
Total Equipment - Non-Federal Share	Optional	This total will auto-calculate. Total Non-Federal funds proposed for all equipment.
Total Equipment - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for all equipment.
D. Travel	Optional	Section label
Domestic Travel Costs - Federal Share	Optional	Enter Federal funds proposed for domestic travel. Domestic travel includes Canada, Mexico and US Territories/Possessions. In the budget justification section, include purpose, destination, dates of travel (if known) and number of individuals for each trip. If the dates of travel are not known, specify estimated length of trip (e.g., 3 days). This field is required if funds are proposed for domestic travel.
Domestic Travel Costs - Non-Federal Share	Optional	Enter Non-Federal funds proposed for domestic travel. This field is required if funds are proposed for domestic travel.
Domestic Travel Costs - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for domestic travel. This field is required if funds are proposed for domestic travel.

Field Name	Required or Optional	Information
Foreign Travel Costs - Federal Share	Optional	Enter Federal funds proposed for foreign travel. Foreign travel includes any travel outside of North America and/or US Territories/Possessions. In the budget justification section, include purpose, destination, dates of travel (if known) and number of individuals for each trip. If the dates of travel are not known, specify estimated length of trip (e.g., 3 days). This field is required if funds are proposed for foreign travel.
Foreign Travel Costs - Non-Federal Share	Optional	Enter Non-Federal funds proposed for foreign travel. This field is required if funds are proposed for foreign travel.
Foreign Travel Costs - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for foreign travel. This field is required if funds are proposed for foreign travel.
Total Travel Costs - Federal Share	Optional	This total will auto-calculate. Total Federal funds proposed for all travel.
Total Travel Costs - Non-Federal Share	Optional	This total will auto-calculate. Total Non-Federal funds proposed for all travel.
Total Travel Costs - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for all travel.
E. Participant/Trainee Support Costs	Optional	Section label
Participant/Trainee -Tuition Fees Health Insurance - Federal Share	Optional	List total Federal funds proposed for Participant/Trainee Tuition/Fees/Health Insurance. This field is required if funds are proposed for Participant/Trainee Tuition/Fees/Health Insurance.
Participant/Trainee - Tuition Fees Health Insurance - Non-Federal Share	Optional	List total Non-Federal funds proposed for Participant/Trainee Tuition/Fees/Health Insurance. This field is required if funds are proposed for Participant/Trainee Tuition/Fees/Health Insurance.
Participant/Trainee - Tuition Fees Health Insurance - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for Participant/Trainee Tuition/Fees/Health Insurance. This field is required if funds are proposed for Participant/Trainee Tuition/Fees/Health Insurance.

Field Name	Required or Optional	Information
Participant/Trainee - Stipends - Federal Share	Optional	List total Federal funds proposed for Participant/Trainee Stipends. This field is required if funds are proposed for Participant/Trainee Stipends.
Participant/Trainee - Stipends - Non-Federal Share	Optional	List total Non-Federal funds proposed for Participant/Trainee Stipends. This field is required if funds are proposed for Participant/Trainee Stipends.
Participant/Trainee - Stipends - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for Participant/Trainee Stipends. This field is required if funds are proposed for Participant/Trainee Stipends.
Participant/Trainee - Travel - Federal Share	Optional	List total Federal funds proposed for Participant/Trainee Travel. This field is required if funds are proposed for Participant/Trainee Travel.
Participant/Trainee - Travel - Non-Federal Share	Optional	List total Non-Federal funds proposed for Participant/Trainee Travel. This field is required if funds are proposed for Participant/Trainee Travel.
Participant/Trainee - Travel Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for Participant/Trainee Travel. This field is required if funds are proposed for Participant/Trainee Travel.
Participant/Trainee - Subsistence - Federal Share	Optional	List total Federal funds proposed for Participant/Trainee Subsistence. This field is required if funds are proposed for Participant/Trainee Subsistence.
Participant/Trainee - Subsistence - Non-Federal Share	Optional	List total Non-Federal funds proposed for Participant/Trainee Subsistence. This field is required if funds are proposed for Participant/Trainee Subsistence.
Participant/Trainee - Subsistence - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for Participant/Trainee Subsistence. This field is required if funds are proposed for Participant/Trainee Subsistence.
Other Participant/Trainee Costs Description	Optional	Describe any other Participant/Trainee Support costs. This field is required if funds are proposed for Participant/Trainee Support Costs.

Field Name	Required or Optional	Information
Other Participant/Trainee Costs - Federal Share	Optional	List the total Federal funds proposed for any other Participant/Trainee costs described. This field is required if other Participant/Trainee Support Costs are listed or if funds are proposed for other Participant/Trainee Support costs.
Other Participant/Trainee Costs - Non-Federal Share	Optional	List the total Non-Federal funds proposed for any other Participant/Trainee costs described. This field is required if other Participant/Trainee Support Costs are listed or if funds are proposed for other Participant/Trainee Support costs.
Other Participant/Trainee Costs - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for any other Participant/Trainee costs described. This field is required if other Participant/Trainee Support costs are listed or if funds are proposed for other Participant/Trainee Support costs.
Number of Participants/Trainees	Optional	List total number of proposed participant/trainees.
Total Participant/Trainee Support Costs - Federal Share	Optional	This total will auto-calculate. Total Federal funds proposed for all Participant/Trainee Support costs. This field is required if any data has been entered in Section E.
Total Participant/Trainee – Support Costs - Non-Federal Share	Optional	This total will auto-calculate. Total Non-Federal funds proposed for all Participant/Trainee Support costs. This field is required if any data has been entered in Section E.
Total Participant/Trainee Support Costs - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for all participant/trainee support costs. This field is required if any data has been entered in Section E.
F. Other Direct Costs	Optional	Section label
Materials and Supplies - Federal Share	Optional	List total Federal funds proposed for materials & supplies. In the budget justification, indicate general categories such as glassware, chemicals, animal costs, including an amount for each category. A category less than \$1,000 is not required to be itemized. This field is required if funds are proposed for materials & supplies.

Field Name	Required or Optional	Information
Materials and Supplies - Non-Federal Share	Optional	List total Non-Federal funds proposed for materials & supplies. This field is required if funds are proposed for materials & supplies.
Materials and Supplies - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. List total (Fed + Non-Fed) for materials & supplies. This field is required if funds are proposed for materials & supplies.
Publication Costs - Federal Share	Optional	List the Federal publication costs proposed. The proposal budget may request funds for the costs of documenting, preparing, publishing or otherwise making available to others the findings and products of the work conducted under the award. In the budget justification include supporting information. This field is required if funds are proposed for publication costs.
Publication Costs - Non-Federal Share	Optional	List the Non-Federal publication costs proposed. This field is required if funds are proposed for publication costs.
Publication Costs - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. List the total (Fed + Non-Fed) for publication costs. This field is required if funds are proposed for publication costs.
Consultant Services - Federal Share	Optional	List the total Federal funds proposed for all consultant services. In the budget justification, identify each consultant, the services he/she will perform, total number of days, travel costs, and total estimated costs. This field is required if funds are proposed for consultant services.
Consultant Services - Non-Federal Share	Optional	List the total Non-Federal funds proposed for all consultant services. This field is required if funds are proposed for consultant services.
Consultant Services - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. List the total (Fed + Non-Fed) for all consultant services. This field is required if funds are proposed for consultant services.

Field Name	Required or Optional	Information
ADP/Computer Services - Federal Share	Optional	List the total Federal funds proposed for all ADP/Computer Services. The cost of computer services, including computer-based retrieval of scientific, technical and education information may be requested. In the budget justification, include the established computer service rates at the proposing organization if applicable. This field is required if funds are proposed for ADP/Computer Services.
ADP/Computer Services - Non-Federal Share	Optional	List the total Non-Federal funds proposed for all ADP/Computer Services. This field is required if funds are proposed for ADP/Computer Services.
ADP/Computer Services - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for ADP/Computer Services. This field is required if funds are proposed for ADP/Computer Services.
Subawards/Consortium/Contractual Costs - Federal Share	Optional	List Federal Funds proposed for 1) all subaward/consortium organization(s) proposed for the project and 2) any other contractual costs proposed for the project. This field is required if funds are proposed for Subawards/Consortium/Contractual Costs.
Subawards/Consortium/Contractual Costs - Non-Federal Share	Optional	List Non-Federal Funds proposed for 1) all subaward/consortium organization(s) proposed for the project and 2) any other contractual costs proposed for the project. This field is required if funds are proposed for Subawards/Consortium/Contractual Costs.
Subawards/Consortium/Contractual Costs - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. List total (Fed + Non-Fed) for 1) all subaward/consortium organization(s) proposed for the project and 2) any other contractual costs proposed for the project. This field is required if funds are proposed for Subawards/Consortium/Contractual Costs.

Field Name	Required or Optional	Information
Equipment Facility Rental Fees - Federal Share	Optional	List Federal Funds proposed for Equipment or Facility Rental/User Fees. In the budget justification, identify each rental/user fee and justify. This field is required if funds are proposed for Equipment or Facility Rental/User Fees.
Equipment Facility Rental Fees - Non-Federal Share	Optional	List Non-Federal Funds proposed for Equipment or Facility Rental/User Fees. This field is required if funds are proposed for Equipment or Facility Rental/User Fees.
Equipment Facility Rental Fees - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for Equipment or Facility Rental/User Fees. This field is required if funds are proposed for Equipment or Facility Rental/User Fees.
Alterations And Renovations - Federal Share	Optional	List Federal Funds proposed for Alterations and Renovations. In the budget justification, itemize, by category and justify the costs of alterations and renovations including repairs, painting, removal or installation of partitions, shielding, or air conditioning. Where applicable, provide the square footage and costs. This field is required if funds are proposed for Alterations and Renovations.
Alterations And Renovations - Non-Federal Share	Optional	List Non-Federal Funds proposed for Alterations and Renovations. This field is required if funds are proposed for Alterations and Renovations.
Alterations And Renovations - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for Alterations & Renovations. This field is required if funds are proposed for Alterations and Renovations.
Other Direct Cost Description	Optional	Add text to describe any other Direct Costs not requested above. Use the budget justification to further itemize and justify. This field is required if funds are proposed for any other Direct Costs.
Other Direct Cost - Federal Share	Optional	List Federal funds proposed for items 8-10 Other. This field is required if funds are proposed for any other Direct Costs.

Field Name	Required or Optional	Information
Other Direct Cost - Non-Federal Share	Optional	List Non-Federal funds proposed for items 8-10 Other. This field is required if funds are proposed for any other Direct Costs.
Other Direct Cost - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for this item. This field is required if funds are proposed for any other Direct Costs.
Total Other Direct Costs - Federal Share	Optional	This total will auto-calculate. Total Federal funds proposed for all other direct costs.
Total Other Direct Costs - Non-Federal Share	Optional	This total will auto-calculate. Total Non-Federal funds proposed for all other direct costs.
Total Other Direct Costs (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for all other direct costs.
G. Direct Costs	Required	Section label
Total Direct Costs - Federal Share	Required	This total will auto-calculate. Total Federal funds proposed for all direct costs.
Total Direct Costs - Non-Federal Share	Required	This total will auto-calculate. Total Non-Federal funds proposed for all direct costs.
Total Direct Costs – Total (Fed + Non-Fed)	Required	This total will auto-calculate. Total (Fed + Non-Fed) for all direct costs.
H. Indirect Costs	Optional	Section label
Indirect Cost Type Description	Optional	Indicate the type of base; e.g., Salary & Wages, Modified Total Direct Costs, Other (explain). Also indicate if Off-site. If more than one rate/base is involved, use separate lines for each. If you do not have a current indirect rate(s) approved by a Federal agency, indicate "None--will negotiate" and include information for a proposed rate. Use the budget justification if additional space is needed. This field is required for each indirect cost type.
Indirect Cost Rate	Optional	Indicate the most recent Indirect Cost rate(s) (also known as Facilities & Administrative Costs [F&A]) established with the cognizant Federal office, or in the case of for-profit organizations, the rate(s) established with the appropriate agency. If you have a cognizant/ oversight agency and are selected for an award, you must submit your indirect rate proposal to that office for approval. If you do not have a cognizant/oversight agency, contact the awarding agency.

Field Name	Required or Optional	Information
Indirect Cost Base	Optional	Enter the amount of the base for each indirect cost type.
Indirect Cost Type - Federal Share	Optional	Enter Federal funds proposed for each indirect cost type. This field is required for each indirect cost type.
Indirect Cost Type - Non-Federal Share	Optional	Enter Non-Federal funds proposed for each indirect cost type. This field is required for each indirect cost type.
Indirect Cost Type - Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for each indirect cost. This field is required for each indirect cost type.
Total Indirect Cost - Federal Share	Optional	This total will auto-calculate. Total Federal funds proposed for all Indirect Costs.
Total Indirect Cost - Non-Federal Share	Optional	This total will auto-calculate. Total Non-Federal funds proposed for all Indirect Costs.
Total Indirect Cost – Total (Fed + Non-Fed)	Optional	This total will auto-calculate. Total (Fed + Non-Fed) for all indirect costs.
Cognizant Agency	Optional	Enter the name of the cognizant Federal Agency, name & phone number of the individual responsible for negotiating your rate. If no cognizant agency is known, enter "None".
I. Total Direct and Indirect Costs	Required	Section label
Total Direct and Indirect Institutional Costs - Federal Share	Required	This total will auto-calculate. Total Federal funds proposed for direct and indirect costs.
Total Direct and Indirect Institutional Costs - Non-Federal Share	Required	This total will auto-calculate. Total Non-Federal funds proposed for direct and indirect costs.
Total Direct and Indirect Institutional Costs – Total (Fed + Non-Fed)	Required	This total will auto-calculate. Total (Fed + Non-Fed) for direct and indirect costs.
J. Fee	Optional	Section label
Fee	Optional	Generally, a fee is not allowed to be requested on a grant or cooperative agreement. Do not include a fee in your budget, unless the program announcement specifically allows the inclusion of a fee (e.g., SBIR/STTR). If a fee is allowable, enter the requested fee.
K. Total Costs and Fee	Required	Section label

Field Name	Required or Optional	Information
Total Costs and Fee - Federal Share	Required	This total will auto-calculate. Total Federal funds proposed for direct and indirect costs plus fee.
Total Costs and Fee - Non-Federal Share	Required	This total will auto-calculate. Total Non-Federal funds proposed for direct and indirect costs plus fee.
Total Costs and Fee – Total (Fed + Non-Fed)	Required	This total will auto-calculate. Total (Fed + Non-Fed) for direct and indirect costs plus fee.
L. Budget Justification	Required	Section label
Budget Justification	Required	Use the budget justification to provide the additional information requested in each budget category identified above and any other information you wish to submit to support your budget request. This field is required.
Cumulative Budget	Required	Section label
Section A, Senior/Key Person - Total Federal Share	Required	Cumulative Total Federal Share for all Senior/Key Persons.
Section A, Senior/Key Person - Total Non-Federal Share	Required	Cumulative Total Non-Federal Share for all Senior/Key Persons.
Section A, Senior/Key Person - Total (Fed + Non-Fed)	Required	Cumulative Total (Fed + Non-Fed) for all Senior Key Persons.
Section B, Other Personnel - Total Federal Share	Optional	Cumulative Total Federal Share for all Other Personnel.
Section B, Other Personnel - Total Non-Federal Share	Optional	Cumulative Total Non-Federal Share for all Other Personnel.
Section B, Other Personnel - Total (Fed + Non-Fed)	Optional	Cumulative Total (Fed + Non-Fed) for all Other Personnel.
Total Number Other Personnel	Optional	The cumulative total number of other Personnel
Total Salary, Wages and Fringe Benefits - Total Federal Share	Required	Cumulative Total Federal Share for all Salary, Wages, and Fringe Benefits.
Total Salary, Wages and Fringe Benefits - Total Non-Federal Share	Required	Cumulative Total Non-Federal Share for all Salary, Wages, and Fringe Benefits.
Total Salary, Wages and Fringe Benefits - Total (Fed + Non-Fed)	Required	Cumulative Total (Fed + Non-Fed) for all Salary, Wages, and Fringe Benefits.
Section C, Equipment - Total Federal Share	Optional	Cumulative Total Federal Share for all equipment.

Field Name	Required or Optional	Information
Section C, Equipment - Total Non-Federal Share	Optional	Cumulative Total Non-Federal Share for all equipment.
Section C, Equipment - Total (Fed + Non-Fed)	Optional	Cumulative Total (Fed + Non-Fed) for all equipment.
Section D, Travel - Total Federal Share	Optional	Cumulative Total Federal Share requested for all travel.
Section D, Travel - Total Non-Federal Share	Optional	Cumulative Total Non-Federal Share for all travel.
Section D, Travel - Total (Fed + Non-Fed)	Optional	Cumulative Total (Fed + Non-Fed) for all travel.
D.1., Domestic Travel - Total Federal Share	Optional	The cumulative total Federal Share for domestic travel.
D.1., Domestic Travel - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share for domestic travel.
D.1., Domestic Travel - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for domestic travel.
D.2., Foreign Travel - Total Federal Share	Optional	The cumulative total Federal Share for foreign travel.
D.2., Foreign Travel - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share for foreign travel.
D.2., Foreign Travel - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for foreign travel.
Section E, Participant/ Trainee Support Costs - Total Federal Share	Optional	The cumulative total Federal Share for all Participant/Trainee Support costs.
Section E, Participant/ Trainee Support Costs - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share for all Participant/Trainee Support costs.
Section E, Participant/ Trainee Support Costs - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for all Participant/Trainee Support costs.
E.1., Tuition, Fees, Health Insurance - Total Federal Share	Optional	The cumulative total Federal Share for Participant/Trainee Tuition/Fees/Health Insurance.
E.1., Tuition, Fees, Health Insurance - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share for Participant/Trainee Tuition/Fees/Health Insurance.
E.1., Tuition, Fees, Health Insurance - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for Participant/Trainee Tuition/Fees/Health Insurance.

Field Name	Required or Optional	Information
E.2., Stipends - Total Federal Share	Optional	The cumulative total Federal Share for Participant/Trainee Stipends.
E.2., Stipends - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share for Participant/Trainee Stipends.
E.2., Stipends - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for Participant/Trainee Stipends.
E.3., Travel - Total Federal Share	Optional	The cumulative total Federal Share for Participant/Trainee Travel.
E.3., Travel - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share for Participant/Trainee Travel.
E.3., Travel - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for Participant/Trainee Travel.
E.4., Subsistence - Total Federal Share	Optional	The cumulative total Federal Share for Participant/Trainee Subsistence.
E.4., Subsistence - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share for Participant/Trainee Subsistence.
E.4., Subsistence - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for Participant/Trainee Subsistence.
E.5., Other - Total Federal Share	Optional	The cumulative total Federal Share for any other Participant/Trainee costs described.
E.5., Other - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share for any other Participant/Trainee costs described.
E.5., Other - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for any other Participant/Trainee costs described.
E.6., Number of Participants/Trainees	Optional	The cumulative total number of proposed participant/trainees.
Section F, Other Direct Costs - Total Federal Share	Optional	Cumulative Total Federal Share for all other direct costs.
Section F, Other Direct Costs - Total Non-Federal Share	Optional	Cumulative Total Non-Federal Share for all other direct costs.
Section F, Other Direct Costs - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for all other direct costs.
F.1., Material And Supplies - Total Federal Share	Optional	The cumulative total Federal Share for materials & supplies.
F.1., Material And Supplies - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share for materials & supplies.
F.1., Material And Supplies - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for materials & supplies.
F.2., Publication Costs - Total Federal Share	Optional	The cumulative total publication Federal Share.

Field Name	Required or Optional	Information
F.2., Publication Costs - Total Non-Federal Share	Optional	The cumulative total publication Non-Federal Share.
F.2., Publication Costs - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for publication costs.
F.3., Consultant Services - Total Federal Share	Optional	The cumulative total Federal Share for all consultant services.
F.3., Consultant Services - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share for all consultant services.
F.3., Consultant Services - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for all consultant services.
F.4., ADP/Computer Services - Total Federal Share	Optional	The cumulative total Federal Share for ADP/Computer Services
F.4., ADP/Computer Services - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share for ADP/Computer Services
F.4., ADP/Computer Services - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for ADP/Computer Services
F.5., Subawards/ Consortium/ Contractual Costs - Total Federal Share	Optional	The cumulative total Federal Share for 1) all subaward/consortium organization(s) proposed for the project and 2) any other contractual costs proposed for the project.
F.5., Subawards/ Consortium/ Contractual Costs - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share for 1) all subaward/consortium organization(s) proposed for the project and 2) any other contractual costs proposed for the project.
F.5., Subawards/ Consortium/ Contractual Costs - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for 1) all subaward/consortium organization(s) proposed for the project and 2) any other contractual costs proposed for the project.
F.6., Equipment or Facility Rental/User Fees - Total Federal Share	Optional	The cumulative total Federal Share for Equipment or Facility Rental/User Fees.
F.6., Equipment or Facility Rental/User Fees - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share for Equipment or Facility Rental/User Fees.
F.6., Equipment or Facility Rental/User Fees - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for Equipment or Facility Rental/User Fees.
F.7., Alterations and Renovations - Total Federal Share	Optional	The cumulative total Federal Share for Alterations & Renovations.

Field Name	Required or Optional	Information
F.7., Alterations and Renovations - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share for Alterations & Renovations.
F.7., Alterations and Renovations - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) for Alterations & Renovations.
F.8., Other 1 - Total Federal Share	Optional	The cumulative total Federal Share in line 8 or the first Other Direct Cost Category.
F.8., Other 1 - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share in line 8 or the first Other Direct Cost Category.
F.8., Other 1 - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) in line 8 or the first Other Direct Cost Category.
F.9., Other 2 - Total Federal Share	Optional	The cumulative total Federal Share in line 9 or the second Other Direct Cost Category.
F.9., Other 2 - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share in line 9 or the second Other Direct Cost Category.
F.9., Other 2 - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) in line 9 or the second Other Direct Cost Category.
F.10., Other 3 - Total Federal Share	Optional	The cumulative total Federal Share in line 10 or the third Other Direct Cost Category.
F.10., Other 3 - Total Non-Federal Share	Optional	The cumulative total Non-Federal Share in line 10 or the third Other Direct Cost Category.
F.10., Other 3 - Total (Fed + Non-Fed)	Optional	The cumulative Total (Fed + Non-Fed) in line 10 or the third Other Direct Cost Category.
Section G, Direct Costs - Total Federal Share	Required	Cumulative Total Federal Share for all direct costs
Section G, Direct Costs - Total Non-Federal Share	Required	Cumulative Total Non-Federal Share for all direct costs.
Section G, Direct Costs - Total (Fed + Non-Fed)	Required	The cumulative Total (Fed + Non-Fed) for all direct costs.
Section H, Indirect Costs - Total Federal Share	Optional	Cumulative Total Federal Share requested for indirect costs.
Section H, Indirect Costs - Total Non-Federal Share	Optional	Cumulative Total Non-Federal Share requested for indirect costs.
Section H, Indirect Costs - Total (Fed + Non-Fed)	Optional	Cumulative Total (Fed + Non-Fed) for indirect costs.
Section I, Total Direct and Indirect Costs - Total Federal Share	Required	Cumulative Total Federal Share requested for direct and indirect costs.

Field Name	Required or Optional	Information
Section I, Total Direct and Indirect Costs - Total Non-Federal Share	Required	Cumulative Total Non-Federal Share requested for direct and indirect costs.
Section I, Total Direct and Indirect Costs - Total (Fed + Non-Fed)	Required	The cumulative Total (Fed + Non-Fed) for direct and indirect costs.
Section J, Cumulative Fee	Optional	The cumulative amount proposed for fees.
Section K, Total Costs and Fee - Total Federal Share	Required	Cumulative Total Federal funds proposed for direct and indirect costs plus fee.
Section K, Total Costs and Fee - Total Non-Federal Share	Required	Cumulative Total Non-Federal funds proposed for direct and indirect costs plus fee.
Section K, Total Costs and Fee - Total (Fed + Non-Fed)	Required	The cumulative Total (Fed + Non-Fed) for direct and indirect costs plus fee.