Budget Narrative Template for Cayuse SP (subtitles match UM internal budget categories; you may remove subsections that are not applicable to your grant or subcontract)

Personnel Costs
In each applicable subcategory (below), add 1-2 sentences including names (if known), duties/roles and allocation of effort (if applicable) on the internal budget Excel sheet. Document any changes in duties and effort over the project duration.

- Project Director/Principal Investigator
- Co-Principal Investigator(s)
- Salaried Employees
- Hourly (bi-weekly) Employees
- Other Employees (e.g., temporary employees, Graduate Assistants and Student Workers)

Fringe Benefits
The University of Memphis charges fringe benefits at a rate of 35.3% (current) for all salaried employees.

Travel (IF APPLICABLE)
Explain any plans for travel across project years (e.g., conferences or data collection) and whether travel pertains to mileage, flights etc.

Materials and Supplies (IF APPLICABLE)
Explain how funds used to buy supplies such as laptops (and in which years of the project).

Equipment (IF APPLICABLE)
Explain any purchases of equipment exceeding $5,000 per item.

Tuition/ Fees for Graduate Students (IF APPLICABLE)
Explain costs such as student tuition coverage.

Consultants (IF APPLICABLE)
Explain how consultants will be used in the project (note, there is a $25,000 max for consultants over the course of the project).

Subrecipients (IF APPLICABLE)
Explain subrecipient contributions (e.g., conducting evaluations of project outcomes).

Participant Support Costs (IF APPLICABLE)
Explain expenses allocated to activities such payment for project participation.
**Other (IF APPLICABLE)**

Explain “other” costs, such as printing, conference registration fees and faculty incentives.

**Direct Costs**

State total direct costs from UM internal budget for all categories listed above (annual and overall project breakdown).

**Indirect Costs (IF APPLICABLE – OCCASSIONALLY INDIRECT COSTS ARE NOT USED – e.g., faculty fellowships)**

State indirect costs used – they may be modified (e.g., 15%) - based on grant requirements. Also, list categories for which indirect costs are not applied such as scholarship funds or subrecipients (annual and overall project breakdown).

**Total Direct and Indirect Costs**

State total project costs, based on direct and (modified) indirect costs (annual and overall project breakdown).

**Cost Share (IF APPLICABLE)**

State details of cost-sharing or matching (dollars, equipment, in-kind effort). It is important to specify faculty/staff and departments responsible and what is being cost shared in each project year/over duration of project. It is also important to state whether cost-sharing is required by a grant or collaborator and the % of cost share in terms of the total award/subcontract piece. **NOTE IT IS IMPERATIVE THAT COST-SHARE APPROVAL BE AUTHORIZED BY CHAIRS OF DEPARTMENTS AS WELL AS THE COLLEGE/RESEARCH OFFICE. OSP MUST APPROVE COST-SHARE PROPOSAL AND PREPARE A LETTER OF COMMITMENT TO ATTACH TO GRANT APPLICATIONS OR FOR COLLABORATORS.**

**Overall Project Costs (IF APPLICABLE AND COST SHARE USED)**

State overall project amount based on award moneys (direct and indirect costs) and cost share moneys for each project year and the entire project.