

SAMPLE BUDGET JUSTIFICATION NARRATIVE

Upload the Budget Justification Narrative as one MS Word or Excel file into the Budget Narrative Form section in HRSA EHBs. Include both line item information, an example of which is provided below, and narrative justification for all line items. This example is provided as a broad outline and is not appropriate for submission with an application.

Budget Justification	Year 1		Year 2
	Federal	Non-Federal	
PERSONNEL – Salary Total from FORM 2: Staffing Profile may not match the total below due to some salaries being charged as indirect costs.			
BEHAVIORAL HEALTH STAFF			
MENTAL HEALTH PROVIDER(S)			
SUBSTANCE ABUSE SERVICE PROVIDER(S)			
ENABLING STAFF			
OTHER STAFF			
TOTAL PERSONNEL			
FRINGE BENEFITS			
FICA @ X.XX%			
Medical @ X.XX%			
Retirement @ X%			
Dental @ X%			
Unemployment & Workers Compensation @ X%			
Disability @ X%			
TOTAL FRINGE			
TRAVEL			
Provider: 2 train-the-trainer sessions on SBIRT @ \$XXX per person x 2 FTEs 5 hotel nights @ \$XX per night x 2 FTEs x 2 trainings			
Community Health Worker Outreach (XXX miles @ \$0.XX per mile)			
TOTAL TRAVEL			

Budget Justification	Year 1		Year 2
	Federal	Non-Federal	
EQUIPMENT – Maximum request of \$25,000, in Year 1 only. Should be consistent with information presented in the Equipment List.			
Telebehavioral Health Equipment Videoconferencing Equipment @ \$XXX each			
Electronic Health Records Add-on Software @ \$XX per year			
TOTAL EQUIPMENT			
SUPPLIES			
Office Supplies (\$XX per month x 12 months x X sites)			
Printing Costs (\$X.XX per brochure x 4 brochures x X,000 copies)			
TOTAL SUPPLIES			
CONTRACTUAL – Include sufficient detail to justify costs.			
Community-based MAT Provider (X hours per week x \$XXX per hour)			
MAT Consultant (X onsite sessions x \$XXX per session)			
TOTAL CONTRACTUAL			
OTHER – Include sufficient detail to justify each item. Note: Federal funding CANNOT support grant-writing, fundraising, or lobbying costs.			
Staff Recruitment – newspaper and Internet posting			
Access Accommodations – cultural/linguistic competence modifications			
TOTAL OTHER			
TOTAL DIRECT CHARGES (Sum of all TOTAL Expenses rows above)			
INDIRECT CHARGES – Include approved indirect cost rate.			
X.XX% indirect rate (includes utilities and accounting services)			
TOTALS (Total of TOTAL DIRECT CHARGES and INDIRECT CHARGES above)			

Budget Year 2: Highlight the changes from Budget Year 1.

Personnel Costs: Personnel costs must be explained by listing the exact amount requested each year. This level of information is **not** required for staff positions supported entirely with non-federal funds; applicants should reference Form 2: Staffing Profile in the justification for such staff positions.

Budget Justification Sample for Staff

Name	Position Title	% FTE	Base Annual Salary	Adjusted Annual Salary	Federal Amount Requested
J. Smith	Physician	50	\$225,000	\$183,300	\$91,650
R. Doe	Licensed Clinical Social Worker	100	\$ 75,950	n/a	\$75,950
D. Jones	Data Specialist	25	\$ 33,000	n/a	\$ 8,250