# MIT/Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ Budget Justification for Cost Proposal

## SENIOR/KEY PERSONNEL:

**Name** **Role** **Budgeted Person Months**

XXXXXXXXX Principal Investigator X summer months

MIT fully supports the academic year salary of Professors, Associate Professors, and Assistant Professors, but makes no specific commitment of academic year time or salary to this particular research project*.*

## OTHER PERSONNEL:

**Postdoctoral Associate(s):** One postdoctoral associate is budgeted for X calendar months in years X through Y. The postdoc will be responsible for*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.

**[*Program Manager/Instructor/Project Coordinator/etc.*]:** One \_\_\_\_\_\_\_\_\_\_ will devote X months to this project in Year X and X months in Year Y. The \_\_\_\_\_\_\_\_\_\_\_\_ will [*assist the PI with activities on this project.*]

Annual inflation is budgeted at 3% for all salaries.

## EMPLOYEE BENEFITS:

Fringe Benefits are charged as direct costs and include **Employee Benefits (EB).** Fringe rates are set by MIT at the current negotiated rates for budgeting purposes: (**FY25** fixed rates: on-campus EB 23.2%; off-campus EB 20.7%; EB Reduced <50% is 7.4%). (**FY26** fixed rates: on-campus EB 23.7%; off-campus EB 21.7%; EB Reduced <50% is 8%). MIT charges *actual* rates to awards. EB is applied to total salary expenses, excluding students.

## OTHER DIRECT COSTS:

**Equipment:** Funds are requested for the following equipment in year X of the budget:

* $XXXX for a \_\_\_\_\_\_ for the purpose of \_\_\_\_\_\_\_\_\_.

**Domestic Travel**: Funds are requested for the [*PI, Co-I, or RA*] to attend one domestic conference per year of this project (for example, to the [*Name of annual conference*]) to present research results. The PI intends to take approximately X domestic trips per year and support students for X trips per year.

**International Travel**: Funds are requested for the [*PI, Co-I, or RA*] to travel to collaborate with colleagues. The PI intends to take approximately X international trips per year and support students for X trips per year. Travel is anticipated to the following international destinations, but may be subject to change: \_\_\_\_\_\_\_\_\_\_\_.

**Materials and Supplies:** are budgeted at $\_\_\_\_\_\_yr in Year X, and $\_\_\_\_\_ in YearY. The money will be spent on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [Due to the nature of the project, material and supply costs are estimated based on the PI’s knowledge of prior projects of similar scope, and no further breakdown of materials is available.]

**Subawards:** \_\_\_\_\_\_\_\_ [*Institution/University*] will be a subrecipient under this project. The costs associated for the subaward are $\_\_\_\_\_\_\_\_ for the period of \_\_\_\_ through \_\_\_\_\_. The subrecipient will be responsible for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## INDIRECT COSTS:

In accordance with MIT policy for non-research activity, MIT charges a 10% [fund transaction fee](https://ras.mit.edu/rates/fund-account-overhead-rates) to all direct costs related to graduate student research assistant salaries and tuition and all other non-personnel expenses. With the exception of faculty and student salaries, all other salaries and associated employee benefits are charged the current [Facilities and Administrative (F&A) rate](https://ras.mit.edu/rates/federal-research-facilities-and-administrative-fa-rates) for research negotiated with the Office of Naval Research. The current negotiated rate for FY25 is 59.0% on-campus and FY25 is 6.5% off-campus.