**Proposal Title**

**Names of PIs**

**Organization**

**Budget Narrative**

*[Cost breakdown and placeholder text is based on NOAA GMD guidance and the categories mirror those in the SF424A – we recommend following this approach to avoid delays in processing your proposal once it reaches GMD]*

**A. Salary – Total: $XXXX**

**A.1 Senior Personnel.** Anderson has overall oversight of effort, and will participate in annual PI meetings and manuscript preparation. X months of his time is requested for these activities, totaling **$XXXX.**

**A.2. Other Personnel. [***Please list both effort and budget amounts as above for each individual participating in the project].*

**B. Fringe Benefits – Total: $XXXX**

*Fringe Benefits for the salaries of the personnel listed above equal $XXXX and were calculated in accordance with our negotiated rate agreement, details can be found on the attached breakdown.*

**C. Travel –** **Total: $XXX**

Travel funding is budgeted for Anderson to attend the annual PI meeting to be held in Washington, DC:

R/T flight from Boston to Washington, DC = $XXX

Ground transportation (Mileage): Woods Hole, MA to Logan Airport - 100 miles x 0.535 = $53.5; Daily Subsistence $91.75 x 5 days= $458.75

Total = $XXX.

**D. Equipment – Total: $XXX**

Funds are budgeted to purchase two Macbook pro computers. These computers will be used to …….ETC.

**E. Supplies – Total $XXX**

[*Please include a breakdown of your supplies here, including total amounts for each - see example text that follows].* Funds are budgeted for the purchase of laboratory consumables, including pipette tips ($XXX), tissue culturing flasks ($XXX), and culture media ($XXX).

**F. Contractual – Total: $XXX**

*[Specify and describe contracts here]*

**H. Other – Total: $XXX**

*[Specify and describe additional categories here]*

**I. Total Direct Charges (Sum of A-H) = $XXX.**

**J. Indirect Charges – Total: $XXX**

We request indirect charges totaling $XXXX atthe fixed rate of XX% as requested per our negotiated rated agreement (attached).

**K. Total Direct and Indirect Costs -- $XXX**

*Add CINAR Task 1 statement here.* ***Please note that NOAA has specified a Task 1 rate of 3.7% for CINAR in 2022.*** *You can use the below text with the specific amount for your project.*

Task 1

Funds toward CINAR Task I activities are budgeted at **3.7%** of total direct and indirect costs = $XXXX.  These activities relate to the management and administration of CINAR, including support for the CI director, administrator, and support staff, as well as travel, supplies, and education and outreach activities.

**L. Amount of this Request -- $XXX**