**Proposal Title**

**Names of PIs**

**Organization**

**Budget Narrative**

*[Cost breakdown and placeholder text is based on NOAA Grants Management Division (GMD) guidance and the categories mirror those in the SF424A – please follow this approach to avoid delays in processing your proposal by NOAA 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:

*Identify type (i.e. domestic or foreign) of travel and also the number of trips by year and the reason for travel. Please include all dollars for each portion of the trip. The details of these trips may be found in the table below. If only one trip, a table is not necessary as long as all the details are provided.*

Example:

|  |  |  |  |
| --- | --- | --- | --- |
| **Trip Name** |   |   |   |
| Destination |   |   |   |
| No. of People |  | Year # |  | Year # |  | Year # |
| No. of Days |  |   |  |   |  |   |
| **Costs**  | **Base** | **Total** | **Base** | **Total** | **Base** | **Total** |
| Airfare (r/t) |  | $0 |  | $0 |  | $0 |
| Ground Transportation  |  | $0 |  | $0 |  | $0 |
| Lodging |  | $0 |  | $0 |  | $0 |
| Per Diem  |  | $0 |  | $0 |  | $0 |
| Miscellaneous |  | $0 |  | $0 |  | $0 |
|   |  |   |  |   |  |   |
| **Total** |  | **$0** |  | **$0** |  | **$0** |

**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**

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

*Add CINAR Task 1 statement here. You can use the below text with the specific amount for your project.*

***\*\*\*\*\*Please note that NOAA has specified a Task 1 rate of 3.3% for CINAR in FY24\*\*\*\*\****

Task 1

Funds toward CINAR Task I activities are budgeted at **3.3%** 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.