**SAMPLE BUDGET NARRATIVE**

---

The following is an example of a Budget Narrative that should meet NOAA Grant Management Division requirements. This example demonstrates how the Budget Narrative should be organized to reflect the Object Class Categories found on the Standard Form SF-424A and the Budget Table. Please note that the dollar amounts reflected in each category on the SF-424A must correspond to the dollar amounts shown in the Budget Narrative.

The Budget Narrative must describe funds requested from NOAA as well as matching funds. For multi-year proposals, a Budget Narrative should be provided for ***each year*** of the award period. See the corresponding Sample Budget Table.

---

**YEAR 1**

**a. Personnel:** Federal= $20,000; non-Federal= $54,640

*FEDERAL*

Funding is requested for a temporary Research Assistant (2,000 hours * $10 per hour = **$20,000**). The Research Assistant will conduct field sampling at acoustic arrays and database management necessary to complete objectives 1 and 3 as described in the project narrative. This wage is set to attract an individual with appropriate field sampling experience and database management skills that are considered necessary for the proposed research.

*NON-FEDERAL (match)*

State funding will support a Project Manager (0.5 FTE * $60,000 annual salary = **$30,000**) and Research Biologist (0.5 FTE * $48,000 annual salary = **$24,000**) within the State Endangered Species program. Both the Program Manager and Research Biologist will spend 20 hours per week for during year 1 working on this project as described below.

The Project Manager will be Jane Doe based in Smart Lab. Jane Doe will be responsible for overall project implementation for objectives 1-5 and supervision of the Research Biologist and Research Assistant.

The Research Biologist will be John Doe based in Super-smart Lab. John Doe will be the primary responsible party for objectives 2 and 3, which include field setup and monitoring of acoustic arrays, database development, and statistical analysis.

Ten volunteers will assist with the outreach component of objective 1 on Endangered Species Day. This volunteer labor will be used as in-kind match (10 volunteers * 8 hours * $8 per hour = **$640**). Volunteer labor is monetized using the established wages for undergraduate student interns conducting similar outreach work at Smart Lab.

**b. Fringe Benefits:** Federal = $1,400; non-Federal= $13,500

*FEDERAL*

Fringe benefits for the temporary Research Assistant salary were calculated at 7% for Social Security/FICA.

*NON-FEDERAL (match)*

Fringe benefits for the salaries of John and Jane Doe were calculated at 25%. Fringe costs cover all insurance, types of leave, retirement, and Social Security.

Fringe benefits will not be included for the 10 volunteers based on the State volunteer policy.

**c. Travel:** Federal = $4,600; non-Federal = $0

*FEDERAL*

To complete objective 3 in year 1, two trips to Remote Desert Island are required. Costs requested include the following: flights to and from Remote Desert Island for John Doe and Jane Doe ($500 per person per roundtrip * 2 persons * 2 trips per year= **$2,000**); hotel rooms ($100 per night per room * 2 persons *4 nights per trip * 2 trips per year = **$1,600**); and per diem (5 days per trip * 50 per day * 2 persons * 2 trips per year= **$1000**).

**d. Equipment** (For items costing ≥$5,000, provide a description of the item and how it will be used, and provide a cost versus lease analysis): Federal = $15,000; non-Federal= $0

*FEDERAL*

In order to complete objectives 1, 2, and 5, a research boat is needed to conduct surveys and collect genetics samples at Imaginary Bay. Given shallow water conditions in the sample area it is necessary to have a flat-bottomed aluminum sled with a jet. After soliciting and receiving 3 quotes from dealers in the area for lease and purchase price estimates (attached), it was determined that the purchase of this boat is the most cost-efficient way to conduct this work for the entire 3 year award period.

**e. Supplies (**Provide explanation and itemization for all items costing over $1,500 or 5% of the award, whichever is greater): Federal =$90,000; non-Federal= $10,000

*FEDERAL*

Ninety Acoustic Zone Inc AB12 acoustic listening stations (90 stations * $1,000 per station= **$90,000**) will be purchased to deploy a listening array at the north end of Imaginary Bay. These listening stations are necessary to complete objectives 2 and 4 and provide information necessary for objective 5.

*NON-FEDERAL (Match)*

Ten additional Acoustic Zone Inc AB12 acoustic listening stations (10 stations * $1,000 per station= **$10,000**) will be purchased with State Funds to complete the listening array at the south end of Imaginary Bay. These listening stations are necessary to complete objectives 2 and 4 and provide information necessary for objective 5.

**f. Contractual**(Funding requested in the "Contractual" category must include itemized costs and justifications for each contract regardless of the dollar amount of the contract): Federal= $23,700; non-Federal= $0

*FEDERAL*

Funding is requested for a subcontract to the State University of Genetics Research to develop genetic markers, sampling protocols and process genetic samples to complete objective 5. Dr. Gene Smith will develop the inventory of genetic microsatellite loci and test sampling protocols ((0.25 FTE * $48,000 annual salary) + ($12,000 * 0.25 fringe benefit rate) = **$15,000**). Samples will also need to be processed during this initial stage ($30 per sample, which includes laboratory use fees, supplies, and lab technician time * 50 samples = **$1,500**) in order to develop an inventory and test protocols. After the development of inventory and protocols, the lab will run samples collected throughout the year 1 sampling period (100 samples * $30 per sample = **$3,000**). The State University of Genetics Research has negotiated an indirect cost rate agreement of 20% of modified costs - in this case salary and benefits ($15,000 * 0.20 = **$3,000**).

Funding is requested for a subcontract to Commercial Fisheries Inc for vessel charter and skippers in order to complete surveys for objective 3 at Remote Desert Island. The day rate is $600 per day ($600 * 1 days per trip * 2 trips = **$1,200)**. This includes the rental cost of the boat ($400) and the fee for the skipper ($200) based on the hourly rate of $25 per hour for an 8 hour cruise per day.

**g. Construction:** Federal = $0; non-Federal = $0

**h. Other:** Federal = $2,500; non-Federal = $2,000

*FEDERAL*

Funds are requested to fuel the research boat in order to complete the proposed sampling for objectives 1, 2 and 5. Estimated costs are based on expected operations of the vessel (50 trips * 10 gallons of fuel per trip * $5 per gallon = **$2,500**).

*NON-FEDERAL (Match)*

Tuition for GIS and Database Management course 123 for Jane Doe is being covered with matching funds for one semester at the resident rate at GIS University (**$2,000**). This project based course is necessary to build the skills necessary to complete Objective 4. A link to the course and fee is located at GISU.edu/course123.

**j. Indirect Charges:** Federal = $26,670; non-Federal = $0

*FEDERAL*

Indirect charges are requested at the rate of 30%. The base is total personnel and fringe benefits excluding volunteer salaries ($88,900). The most current rate agreement for indirect charges is attached to this application.

**COMPLETE SEPARATE BUDGET NARRATIVE FOR ANY ADDITIONAL FISCAL YEARS**