Budget Justification

Most federal agencies require applicants to justify the need for each budget line item. Read the application instructions carefully to identify which items must be justified and what information to include.

Generally, the following items need justification:

- personnel (name, role, effort, role description)
- subcontracts
- travel (destinations, durations)
- equipment
- other direct cost categories
- fringe benefits (list rates used)
- F&A (indirect) cost rates and base

Modular budgets require justification for personnel only.