Rutgers Global Grants
Budget Narrative Template

Project Title:

PI Name:

PI Email:

Department Business Specialist name:

Department Business Specialist Email:

Total request (not including cost share):	
Departmental cost share, if applicable:	

Personnel Costs ($XXXX)
Specify the personnel, number of hours, hourly rate and task.
For example, Jane Doe will be working on ……. And will contribute XX hours at $XX per hour. Total cost for Jane Doe will be $XXX.

If applicable, specify benefits cost for each personnel. Note that student employees do not receive benefits.

Supplies, Materials and Equipment ($XXXX)
Justify the item and cost.

Travel ($XXXX)
Justify all costs for foreign and domestic travel including airfare, train, car, lodging and meals. Make sure to use university approved per diem rates. Note that all travel must follow Rutgers University's ***Guidance on Rutgers-approved Domestic and International Travel*** as specified by University Academic Affairs.

Business Expenses ($XXXX)
Note any expenses related to meetings.

Professional Services ($XXXX)
Justify all professional services. Payment for services at an international location that are necessary for the project would be listed here. Please consult with Rutgers Global for specific questions about foreign payments before including them in the budget.

Other Direct costs ($XXXX)
List any other costs here.

Cost Share ($XXXX)
List any cost-share funds that will be used for the project, including the source. Specify whether the funds will be in-kind or cash funds. Note which portion of the project will be funded using the cost-share funds.