
The **purpose** of the justification is to justify all expenses required to achieve project aims & objectives. It should:

- x Follow sponsor proposal instructions, providing as much detail as needed
- x Explain why each of the requested items is necessary to accomplish the proposed research – don't leave the reviewer wondering why an item was requested
- x Approach the budget from the perspective

OTHER – TUITION REMISSION

Tuition Remission: Indicate any tuition remission for students (tuition charged to a project as part of their compensation).

Example: Tuition for the graduate student is included as a mandatory benefit and is charged in proportion to the amount of effort the graduate student will work on the project. Tuition charges are exempt from Facilities & Administrative costs.

OTHER – SUBCONTRACTOR

The MSU justification should focus on what the subcontractor is responsible for and why they were chosen over any other subcontractor. The subcontractor should provide the budget justification narrative for their own budget. These justifications should not be intermingled, i.e., the personnel section should NOT include MSU personnel and Subcontractor personnel.

Example: Funds are requested for Columbia University to perform all clinical trial work in year 2. Columbia University was chosen because Dr. Fantastico is the leading expert in subject recruitment and retention, and because of his extensive experience with clinical trials dealing with TB strains resistant to antibiotics. A detailed budget narrative for Columbia's budget request is included for reference.

Use the following **checklist** to review your budget justification:

Does the budget justification follow the same order as the budget?

Does it give additional details to explain the costs included in the budget?

Does it include only items that are allowable, reasonable, & allocable?

Is it easy to read (short paragraphs, headings to separate different budget categories, etc.)?

Is it concise? (no more than 3 pages for NSF)

Do the numbers in the budget justification match those in the budget?

Courtesy of Arizona State University Learning Sciences Institute (modified for MSU).