NIIMBL Faculty Fellows

Budget Justification

**SENIOR PERSONNEL**

*[insert name]* has been approved for sabbatical leave during the academic year beginning 9/1/20XX. Per [*name of home institution*]’s policies, the approved sabbatical leave will be for [*insert name*]’s 9-month appointment year at XX% salary. We request funding from NIIMBL for XX%. Total Amount Requested: $XX,XXX. Total effort requested: XX%

**FRINGE BENEFITS**

Per [*name of home institution*]’s policies, fringe benefits are calculated at or lower than our federally negotiated rates. A copy of the agreement can be found at: *[insert link to fringe rate agreement]*

OR

[*name of home institution*]calculates fringe benefits based on actual rates as follows: *[X.X]*% Retirement, *[X.X]*% Vacation, *[X.X]*% Health Insurance

OR

[*name of home institution*]calculates fringe benefits as follows:

\*A copy of your federally negotiated rate agreement, or a copy of your standard business process for calculating fringe rates must be on file with NIIMBL at time of award.

**DOMESTIC TRAVEL**

Domestic travel is requested for the *[insert name]* to travel to and from the host organization. Costs include airfare ($X.XX), ground transportation ($X.XX), lodging ($X.XX per night for [#] nights), and meals ($X.XX for [#] days). Additional Travel funds are requested for *[insert what, where, when, why and provide similar cost breakdown]*.

**FOREIGN TRAVEL (will be uncommon on NIIMBL awards)**

Repeat information above as appropriate.

\* All foreign travel will require prior written approval and must be Fly America compliant.

**INDIRECT COSTS**

*[insert Org. Name]*’s Indirect Cost (IDC) rates are approved by *[insert your Cognizant Agency]*. Our current negotiated rate of *[XX.X]*% was applied to Modified Total Direct Costs (MTDC). A copy of our Negotiation agreement can be found at [*[insert*](https://research.udel.edu/wp-content/uploads/formidable/35/UD-FY19-FY21-Signed-FA-Rate-Agreement.pdf) *link to IDC agreement]*.

**OR**

*[insert Org. Name]* does not currently have a federally negotiated indirect cost rate agreement. Additionally, *[insert Org. Name]* has never had a federally negotiated indirect cost rate agreement. We are electing to apply the 10% de minimus to Modified Total Direct Costs as defined in 2 CFR 200.414 and §200.68.

**OR**

No indirect costs are applied to this budget.