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Budget Justification

### *Please use the Budget Justification Form to describe all proposed AHW project expenses in detail. All applicants must complete the Total Project Budget Justification below. If a subcontract is allocated funds in multiple categories (i.e., salary, supplies, travel, etc.), please complete a separate tab for the subcontract in the Budget Workbook and the Subcontract Budget Justification sections below. If the project requires multiple subcontracts, please contact AHW with the number of Subcontract Budget Justification sections needed, and we will provide you with a revised Budget Justification Form.*

### *Please refer to the Call for Applications, proposal instructions, and the Budget Instructions (Tab 1) in the Budget Workbook for additional instructions to complete this form and view a complete list of Allowable and Unallowable Costs on the* [*AHW website*](https://ahwendowment.org/AHW1/Partner-Portal/HWPP-Documents/AllowableandUnallowableCosts_12419.pdf)*.*

# Total Project Budget Justification

### MCW Personnel

*Personnel salary support must be justified. For each MCW personnel* *listed in the Budget Workbook, describe their roles and responsibilities on the proposed project in this section. Personnel salaries cannot exceed the capped NIH amount*. *If partial salary is requested, indicate the percentage and source of remaining support (e.g., departmental or grant funds).* *If project personnel have effort that is planned to fluctuate over the course of the project, indicate the percent effort during the project period and explain the reason for the fluctuation. Ex. 10%/5%/15%.*

*Only MCW personnel should be listed in this section. Other personnel to be paid through an MCW partner directly should be listed as consultants within Supplies or as Subcontracts.*

### MCW Supplies/Services

*Itemize* *by type of supplies expense and describe all supplies and services listed in the Budget Workbook.* *Supplies include expenses such as, but not limited to, user fees, animal costs, registration fees, meeting expenses, consultants, and mileage. Please provide your methodology for the expense when applicable.*

### MCW Equipment

*Itemize and justify.* *Please note, the singular equipment item must cost greater than $5,000 to be considered equipment. Only those equipment items exceeding $5,000 should be listed. Items less than $5,000 should be specified under project supplies/services.*

### MCW Subcontracts

*Specify by subcontractor and purpose*.

### MCW Travel

*Specify by travel destination and purpose*. *Include expenses such as, but not limited to, hotel, airfare, per diem, etc. Registration fees and mileage should be budgeted in the Supplies/Services section.*

# Subcontract Budget Justification

### *The following sections should reflect all subcontract budget expenses identified in the Subcontract Budget tab in the Budget Workbook.*

**Subcontract Organization/Individual Name:**

### Subcontract Personnel

*Personnel salary support must be justified. The specific role for all personnel in the project should be described.*

### Subcontract Supplies/Services

*Itemize by type of supplies expense. Include expenses such as, but not limited to, user fees, animal costs, registration fees, meeting expenses, consultants, and mileage.* *Please provide your methodology for the expense when applicable.*

### Subcontract Equipment

*Itemize and justify. Please note, the singular equipment item must cost greater than $5,000 to be considered equipment. Only those equipment items exceeding $5,000 should be listed. Items less than $5,000 should be specified under project supplies/services.*

### Subcontracts

*Specify by subcontractor and purpose*. *Include payment methodology.*

### Subcontract Travel

*Specify by travel destination and purpose*. *Include expenses such as, but not limited to, hotel, airfare, per diem, etc. Registration fees and mileage should be budgeted in the Supplies/Services section.*