

NOTE TO PRINCIPAL INVESTIGATORS: The revised Circular A-21 requires PIs to strongly justify administrative and clerical items that are included in proposal budgets. The following is suggested wording that can be used in budget justifications. Please add (or revise) portions in order to reflect your own project-specific needs.

BUDGET JUSTIFICATION BOILERPLATE

The budget for this project has been specifically developed to utilize and leverage existing resources in a cost-effective approach to achieving project goals and objectives. The design of this program is well thought out, building upon successful relationships, proven training models, established resources and the applicant's prior experience in developing and implementing similar projects. All items included in the budget have been carefully considered and will be sufficient to support the scope of work included in this proposal. Each of the participating institutions and individuals brings a particular expertise to the proposed project and is ready to begin work at once.

The participating institutions are making substantial personnel contributions to the project. One third of the cost of Dr. _____'s 50% effort will be provided by Cal State L. A., the University of Kansas is providing all senior technical personnel for program evaluation at no cost, and the World Institute on Disability is contributing their project director's effort at no charge. These three contributions save the Center significant funds that can be utilized in direct services and technical assistance.

PERSONNEL

The Principal Investigator is budgeted at 50% effort. The cost of his position will be shared between the U.S. Department of Education and Cal State L.A. Cal State L.A. will contribute 16% of the 50% FTE, saving the project over \$14,000 (including fringe benefits) that can be used for other program costs. The project director will supervise all project staff, will ensure programmatic and technical integrity, and supervise the management of the budget. His programmatic responsibilities will include supervising the technical assistance and training efforts, monitoring progress, functioning as chair of the advisory committee, developing curriculum, disseminating results at conferences, and presenting at national forums in years two and four.

Support Staff

At Cal State L. A. and the other campuses of the California State University system, *no financial support for research or research infrastructure is provided by the State of California*. In addition, project-related clerical and administrative personnel are *not* included in the indirect cost rate established between the US Department of Health and Human Services and Cal State LA, University Auxiliary Services, Inc. Consequently, *departmental administrative and clerical personnel are not available to work on sponsored projects*; 100% of their effort must be devoted to instructional matters. Clerical and administrative support for this and other externally funded projects must therefore be paid from direct costs included in the proposed budget.

Because of this absence of state support, as well as the clear need for clerical assistance on the project, a half-time secretary has been budgeted for project activities. The secretary will provide clerical support activities specifically associated with the project. Duties will include arranging and coordinating meetings, keeping track of materials and data, making travel arrangements for the principal investigator and other project staff, responding to written correspondence, establishing files and records, processing purchase orders, answering the telephone in the project office, filling-out forms, word processing project progress reports, and other project-related activities as assigned by the principal investigator.

Because the secretary will be paid from the grant, he/she will be an employee of Cal State L.A. University Auxiliary Services, Inc. and will be responsible only for duties that are specifically and directly associated with this project.

TRAVEL

The Principal Investigator will travel to attend conferences related to ECSE. In subsequent years, travel support will be for the presentation and dissemination of the LIECSE training model at professional conferences such as the Division for Early Childhood annual conference. Lodging and per diem rates are equal to or under General Services Administration CONUS estimates. Airfare is estimated by *Carlson Travel*, a travel company located on the Cal State L.A. campus.

OTHER

The State of California provides no financial support for administrative needs associated with the conduct of sponsored projects. Furthermore, such costs are *not included* in the indirect cost rate established between the U.S. Department of Health and Human Services and Cal State L.A. University Auxiliary Services, Inc. Items such as supplies, duplicating, telephone, and postage must be paid from direct costs included in the proposal budget.

MATERIALS AND SUPPLIES

Office Supplies: For this project we have budgeted a reasonable amount (\$____) for office supplies, including paper, writing instruments, computer supplies, printer cartridges, files, folders and other consumables. These items will not be provided by Cal State L.A., and all purchases will be used specifically on this project.

OTHER DIRECT COSTS

Postage/communications: We have budgeted funds (\$120) to cover the reasonable costs of postage, including dissemination of materials, communication with our program officer and colleagues, and other general postage and mailing costs.

Telephone: Although a telephone will be provided to the project by Cal State L.A., phone charges must be covered from direct costs included in the proposal budget. The use of a phone will be crucial to the operation of the project. Most of the calls will be local, but many 'local' calls are toll calls, and we do anticipate the need to call Washington and other sites throughout the nation during the life of the project in order to communicate with colleagues. In light of this, we are requesting \$30 per month for local calls and \$25 per month for long distance, for a total of \$660 for the year.

Duplicating: The project director and staff will need to duplicate a significant number of records, as well as cover the incidental copying associated with a project of this sort. Project materials will have to be duplicated as well. Although we will be able to use a copier provided by Cal State L.A., there is a per-page charge the project will have to pay the University. We have therefore budgeted \$____ for the year's estimated copying costs.

INDIRECT COSTS

Cal State L.A. University Auxiliary Services' federally negotiated indirect cost rate for this type of project is 41.2% of Modified Total Direct Costs.

NOTE TO PRINCIPAL INVESTIGATORS: If this is a research project with questionnaires, surveys, follow-up, etc., a larger amount of telephone and postage should be budgeted and explained. If phone and postage are needed to conduct the research, they are not "administrative." This fact should be mentioned in the justification.