

SF 424 R&R FedNonFed Budget Form Field	Instructions	Required for Submittal Y = Always X = Per instructions within this guidance N = Not Required
General Information	The Total Project or Program Costs are the total allowable costs to execute the project, inclusive of Federal funds requested and cost sharing by the recipient organization. There is no universal rule for classifying certain costs and either direct or indirect (refer to 2 CFR 200, Subpart E). It is the responsibility of successful applicants to be familiar with, and comply with, the correct set of cost principles for the entity type. Further, the NOFO may contain additional categories of unallowable, limited or restricted expenses.	
Organizational DUNS	If this field does not pre-populate from the SF-424 R&R Application Form, enter the DUNS or DUNS+4. The same DUNS should be used in Grants.gov, the System for Award Management, Grants Management Information System (GMIS) and this application.	Y
Budget Type	Check the appropriate box: Project: The budget being requested is for the primary applicant organization Subaward: The budget being requested is for subaward. <i>A separate budget is required for each entity that would receive funds in the award, including sub-recipients and sub-contractors.</i>	Y
Enter Name of Organization	If this field does not pre-populate from the SF-424 R&R Application Form, enter the legal name of the applicant organization.	Y
Start Date	If this field does not pre-populate from the SF-424 R&R Application Form, enter the proposed start date of the budget period; this date will be updated for each Budget Period.	Y
End Date	If this field does not pre-populate from the SF-424 R&R Application Form, enter the required end date for the Budget Period; this date will be updated for each budget period.	Y
Budget Period	This field represents the budget period being requested. A separate detailed R&R Budget must be completed for each budget period during the proposed award (e.g. annual basis). To add additional budget periods (e.g. year 2), click "Add Period" embedded at the end of the form. To toggle between added budget periods, select the "Next Period" or "Previous Period" buttons.	y
A. Senior/Key Person		
General	Complete a separate block for each senior/key person associated with the project for the particular budget period from the applicant organization (or subaward organization). The first Senior/Key Person block must match the Principal Investigator reported in the SF 424 R&R Application Form.	
Prefix	Select or enter the appropriate prefix for the senior/key person, if applicable	N

First Name	Enter the first name of the senior/key person	Y
Middle Name	Enter the middle name, if applicable, of the senior/key person	N
Last Name	Enter the last name (surname or family name) of the senior/key person	Y
Suffix	Select or enter the suffix for the senior/key person, if applicable	N
Project Role	Enter the position title or project role for the senior/key person. The first (#1) senior/key person listed must match the Principal Investigator reported on the SF 424 R&R Application Form.	Y
Base Salary	Enter the annual compensation paid by the applicant organization to the employee	Y
Months	Identify the number of months the senior/key person will devote to the project using the applicant organization's preferred method of months (Calendar, Academic, Summary) for this budget period. Use either calendar months OR a combination of academic and summer months. The number of months indicated will assist NIST in determining the level of effort by each senior/key person. Measurable level of effort is required for each senior/key person identified. If the applicant organization reports level of effort using academic/summer months, but does not use a traditional 9 month academic calendar, please include a description of the academic year in the Budget Justification narrative. If there is no discernible difference in the level of effort between academic and summer months, it is the applicant organization's discretion in the preferred reporting (calendar v. academic/summer). For example, 10% of a 12 month calendar year equals 1.2 (CY) person months ($12 \times 0.10 = 1.2$). Likewise, 25% of a 9 month academic year appointment equals 2.25 (AY) person months ($9 \times 0.25 = 2.25$) or 35% of a 3 month summer term appointment equals 1.05 (SM) person months ($3 \times 0.35 = 1.05$)	Y
Requested Salary	Enter the total salary requested for the senior/key person for this budget period	Y
Fringe Benefits	Enter the total fringe benefits requested for the senior/key person for this budget period, if applicable	Y
Total Salary & Fringe Benefits	<i>This field will automatically calculate</i>	N
Federal Dollars	Enter the total amount of Federal funding requested for the total salary and fringe benefits for the senior/key person for the budget period. If no cost share is required, this field will typically equal the previous, auto-calculated box	Y
Non-Federal Dollars	Enter the total amount of non-Federal funding (cost share) that will support the senior/key person's total requested salary and fringe benefits.	Y
Additional Senior Key Persons	If the applicant organization is proposing more senior/key persons than the form allows (8 senior/key persons), upload an attachment outlining all required information for each additional senior/key person. Additionally, include the sum of the total salary and fringe benefits, and corresponding Federal and non-Federal shares of the total, for all additional senior/key persons not listed within the first 8 fields.	X

Total Senior/Key Person	<i>These fields will automatically calculate</i>	N
B. Other Personnel		
General	The Other Personnel section captures additional roles that are integral and directly related the project. Data is captured and requested at the project role level, and not the individual level for Other Personnel. Individuals accounted for in Section B may not be included in the applicant organization's indirect cost pool.	
Number of Personnel	For each project role category (see below for additional options), enter the number of personnel proposed. Do not include personnel who are included as part of the applicant organization's indirect costs or already proposed under Section A, Senior/Key Personnel. Personnel accounted for in this section should be integral to and specifically identifiable with the project and supported in the Budget Narrative.	X
Project Role	List any additional project roles (e.g. engineer, IT, etc) in the fields provided. There is not an option to upload additional project roles, therefore if the applicant organization proposes more than the six (6) free form fields provided, project roles must be combined and further explanation should be included in the Budget Narrative.	X
Months	Identify the number of months for each project role category that will be devoted to the project using the applicant organization's preferred method of months (Calendar, Academic, Summer) for this budget period. Use either calendar months OR a combination of academic and summer months. If the applicant organization reports level of effort using academic/summer months, but does not use a traditional 9 month academic calendar, please include a description of the academic year in the Budget Narrative.	X
Requested Salary	Enter the total salary requested for each project role category for this budget period	X
Fringe Benefits	Enter the total fringe benefits requested for each project role category for this budget period, if applicable	X
Total Salary & Fringe Benefits	<i>This field will automatically calculate</i>	X
Federal Dollars	Enter the total amount of Federal funding requested for the total salary and fringe benefits for each project role category for the budget period. If no cost share is required, this field will typically equal the previous, auto-calculated box	X
Non-Federal Dollars	Enter the total amount of non-Federal funding (cost share) that will support for each project role category's total requested salary and fringe benefits. The Federal Dollars (previous field) and the Non-Federal Dollars must total to equal the "Total Salary & Fringe Benefits" field.	X
Total Number of Other Personnel	<i>This field will automatically calculate</i>	N
Total Other Personnel	<i>This field will automatically calculate</i>	N
Total Salary, Wages and Fringe Benefits	<i>These fields will automatically calculate</i>	N

C. Equipment Description		
General	This section captures the applicant organization's request for funding for specific equipment. Per 2 CFR 200.33, Equipment is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost of \$5,000 (or lesser value if so established by the applicant organization). List each equipment item separately and provide justification in the Budget Narrative. All fields are required for each line item of equipment proposed.	
Equipment Item	Enter the specific type of equipment item being requested	X
Federal Dollars	Enter the amount of Federal dollars requested for each item, inclusive of shipping, maintenance agreements or other expense directly related to property	X
Non-Federal Dollars	Enter the amount of non-Federal dollars proposed (cost share) for each equipment item, inclusive of shipping, maintenance agreements or other expense directly related to property	X
Total Federal + Non Federal	<i>This field will automatically calculate</i>	N
Total Funds Requested in Attachment	Enter the total sum of Federal and Non-Federal shares for all additional equipment items requested in the "Additional Equipment" attachment (see below). The total Federal + Non Federal dollars will calculate automatically.	X
Total Equipment	<i>These fields will automatically calculate</i>	N
Additional Equipment (Attachment)	If the applicant organization is proposing more equipment line items that allowed (10), upload an attachment containing all information required for each additional line item of equipment requested.	X
D. Travel		
General	This section captures the applicant organization's request for funding for travel related to executing the proposed project. All fields are required if requesting travel.	
Domestic Travel Costs	Domestic travel includes destinations in the United States, United States territories, Canada and Mexico.	X
Foreign Travel Costs	Foreign travel includes any destinations outside of the United States, United States territories, Canada and Mexico.	X
Federal Dollars	Enter the amount of Federal dollars requested for both domestic and foreign travel in the respective fields.	X
Non-Federal Dollars	Enter the amount of non-Federal dollars proposed (cost share) for both domestic and foreign travel in the respective fields.	X
Total Federal + Non Federal	<i>This field will automatically calculate</i>	N
Total Travel Costs	<i>These fields will automatically calculate</i>	N

E. Participant/Trainee Support Costs		
General	This section captures the applicant organization's request for funding participant and/or trainee support costs. This section should only be completed if so stated in the NOFO. Commonly utilized forms of participant/trainee support are included in items 1-4 on the form. The applicant organization may use the free-form "Other" field for any support costs that do not fall within the pre-defined fields.	
Number of Participants/Trainees	Enter the total number of proposed participants/trainees served by the funds requested as part of the project.	X
Federal Dollars	Enter the amount of Federal dollars requested for Participant/Trainee Support Costs in the respective fields.	X
Non-Federal Dollars	Enter the amount of non-Federal dollars proposed (cost share) for Participant/Trainee Support Costs in the respective fields.	X
Total Federal + Non Federal	<i>This field will automatically calculate</i>	N
Total Participant/Trainee Support Costs	<i>These fields will automatically calculate</i>	N
F. Other Direct Costs		
General	This section captures the applicant organization's other direct costs associated with the execution of the proposed program. Refer to the NOFO for any restrictions or additional information for specific other direct cost line item categories. Each field is required for every line item under which funds are requested for the program.	
Materials and Supplies	Enter the total funds requested for materials and supplies. Further, in the budget narrative, the applicant organization should itemize general categories (e.g. chemicals, laboratory supplies, animal costs). Materials and Supplies typically does not include general office supplies.	X
Publication Costs	Enter the total funds requested for publication costs. This may include expenses related to documenting, preparing, publishing or otherwise making information, reports, data and other works created under the project available to the public.	X
Consultant Services	Enter the total funds requested for all consultant services. Additionally, the applicant organization should provide individual consultant detail in the Budget Narrative (e.g. consultant name/organization, services performed, time commitment, estimated costs per consultant)	X
ADP/Computer Services	Enter the total funds requested for ADP/Computer Services.	X
Subawards/Consortium/Contractual	Enter the total funds requested for all subawards, contracts or consortium. This line item should include both direct and indirect costs associated with subawards and contracts. Individual line item detail should be included in the budget narrative.	X

Equip/Facility Rental/User Fees	Enter the total funds requested for equipment and/or facility rental user fees. For any items that are exceptionally high for the specific item, provide detail and justification in the budget narrative.	X
Alternations and Renovations	List the total funds requested for alterations and/or renovations required to execute the proposed project. Further, the applicant organization must itemize and justify each category of the costs included in this line item (e.g. repairs, painting, installation etc) in the budget narrative.	X
Other (Blank) Fields	Enter any additional "Other Direct Cost" categories, and requested funding, that are not predefined on the form. If the applicant organization has more than three (3) additional other direct cost categories, categories should be consolidated to the greatest extent possible. In all cases, the budget narrative must sufficient outline and justify all additional other direct cost line items.	X
Federal Dollars	Enter the amount of Federal dollars requested for Other Direct Costs in the corresponding line item field.	X
Non-Federal Dollars	Enter the amount of non-Federal dollars proposed (cost share) for Other Direct Costs in the corresponding line item field.	X
Total Federal + Non Federal	<i>This field will automatically calculate</i>	N
Total Other Direct Costs	<i>These fields will automatically calculate</i>	N
G. Direct Costs		
General	This section will automatically calculate all direct costs requested in Section A thru F.	
Total Direct Costs	<i>These fields will automatically calculate</i>	N
H. Indirect Costs		
General	<p>Indirect Costs, commonly referred to as Facilities & Administrative Costs, are defined as costs incurred by the applicant organization that cannot otherwise be directly assigned or attributed to a specific project. Refer to the NOFO for any approved limitations regarding indirect cost rates for specific programs. For additional information on negotiating indirect cost rate agreements, or eligibility requirements of utilizing the <i>de minimis</i> rate, refer to the following:</p> <p>2 CFR 200.414, Indirect F&A Costs 2 CFR 200 Appendix III, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education 2 CFR 200 Appendix IV, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations</p>	

Indirect Cost Type	Enter the type of the indirect cost. If more than one rate or base is involved, list each separately using items 1-4 of Section H. If the applicant organization intends to negotiate an indirect rate, state such in the block, providing the proposed rate in the budget narrative.	X
Indirect Cost Rate	Enter the most recent established indirect cost rate(s) established with the cognizant Federal agency. This field should be entered as a percentage (e.g. 32.7)	X
Indirect Cost Base	Enter the amount of the base for each indirect cost type provided.	X
Federal Dollars	Enter the amount of Federal dollars requested for each indirect cost type provided.	X
Non-Federal Dollars	Enter the amount of non-Federal dollars proposed (cost share) for each indirect cost type provided.	X
Total Federal + Non Federal	<i>This field will automatically calculate</i>	N
Total Indirect Costs	<i>These fields will automatically calculate</i>	N
Cognizant Agency	Enter the name of the Cognizant Federal agency responsible for negotiating the applicant organization's indirect rate(s), including the name and phone number of the point of contact with the cognizant agency.	X
I. Total Direct and Indirect Costs		
General	This section will automatically calculate the sum of direct and indirect costs (Section G + Section H) for the proposed budget period. Applicant Organizations are encouraged to review the NOFO for any funding limitations.	
Total Direct and Indirect Costs	<i>These fields will automatically calculate</i>	N
J. Fee		
General	This section captures the fee associated with the proposed project. Refer to the NOFO for allowability and restrictions for Fee.	
Fee	Enter the total fee requested for the budget period, if applicable.	X
K. Total Costs and Fee		
General	This line will automatically calculate the Federal, non-Federal and total for each item.	
Total Costs and Fee	These fields will automatically calculate	N
<i>(This space is intentionally left blank)</i>		

L. Budget Justification		
General	<p>The Budget Justification or Budget Narrative must be uploaded as an attachment. The Budget Narrative provides additional information requested in each budget category identified within the SF 424 R&R and any additional information the applicant organization wishes to include for consideration. Refer to the instructions above for those specific categories and line items requiring justification and further explanation or detail. The budget justification should include any significant increase or decrease between proposed budget periods. Refer to the NOFO for additional requirements of the budget justification</p>	
Budget Justification (Attachment)	Upload the attached budget narrative.	N
Cumulative Budget		
General	<p>This page will automatically calculate the Federal, non-Federal and total requests for each line item.</p>	
Cumulative Budget	<i>These fields will automatically calculate</i>	N