Personnel Justification

**(PLEASE REMOVE ALL BLUE)**

**No page limit but be succinct**

***Modular Budget Guidelines. Modular budgets are applicable to certain research grant applications requesting $250,000 or less per year for direct costs. Note, consortium/contractual F&A costs are not factored into the direct cost limit. Consortium F&A costs may be requested in addition to the $250,000 limit. Modular budgets are simplified; therefore, detailed categorical information is not to be submitted with the application. The modular budget is applicable only to R01, R03, R15, R21, and R34 applications. (Page 74 of the SF424 R&R Guide)***

**R15 modular** budgets request all funds in year 1 of the application budget. Please note total project costs when justifying the personnel. Because of the nature of student support in the R15 mentioning student responsibilities would be a plus.

**R03 Modular** budgets will be noted over 2 years for a total of $50,000/year. Mention person months per year or each year.

**R21 Modular** budgets will be noted over 2 years for a total of $275,000 (may not request over $200,000 in either year). Mention person months per year or each year of project.

**R01 Modular** budgets will be for up to 5 years. For modular budgets each year request must be $250,000 or less/YEAR. Mention person months per year or each year of project. Budget request in any year over $250,000 must use the R&R Detailed Budget Justification.

**Modular Budget Justifications**

**Personnel Justification**

List all personnel, including names, number of person months devoted to the project (indicate academic, calendar, and/or summer) and roles on the project. Do not provide individual salary information. Since the modules should be a reasonable estimate of costs allowable, allocable, and appropriate for the proposed project, you must use the current legislatively imposed salary limitation when estimating the number of modules. For guidance on current salary limitations contact your office of sponsored programs.

NIH grants also limit the compensation for graduate students. Compensation includes salary or wages, fringe benefits, and tuition remission. This limit should also be used when estimating the number of modules. See: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-02-017.html>.

Save this information in a single file in a location you remember. Click Add Attachment, browse to where you saved the file, select the file, and then click Open.

NAME, Ph.D., Principal Investigator # of SUMMER, ACADEMIC, CALENDAR person months over the X year project), will be responsible for the overall technical direction and administrative aspects of the project and oversee the work of graduate and undergraduate students. Dr. XXXX will be responsible for XXX.

NAME, Ph.D., Principal Investigator (if a multiple PI/PD proposal) or Co-Investigator (#total person months over the total# year project), will be responsible for XXXX.

Follow format above for any key personnel on the project.

(R15 specific) Undergraduate and graduate students from Engineering, Biology, Pharmacy and Chemistry will participate in the project for a maximum of 3 years, on 9-month appointments and 12 month appointments.

**Summary of Undergraduate and Graduate Student Participation in Proposed Research**

**Mention Person months/student and detail responsibilities is appropriate.**