

Proposal Budget Justification Checklist

- Prepare/draft the Budget spreadsheet – [OR Budget Templates](#)**
- Determine Budget Justification required components and information**
 - Potential Sources:
 - Sponsor program guidelines
 - Overarching sponsor guidelines
 - Examples:
 - Costing methods
 - Supporting materials such as vendor quotes or similar historical costs.
- Create an outline**
 - Budget categories
 - Required elements within each category
- Collect Supporting materials**
- Complete the Justification – [Generic Budget Justification Template](#) (in Box folder)**
- Proof-read to ensure:**
 - The Budget table and Budget Justification match.
 - Categories and line items listed in same order, unless sponsor requires otherwise.
 - The numbers/calculation are the same.
 - All required elements are included.