

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.