Proposal Budget Justification Checklist

☐ Prepare/draft the Budget table.
☐ Determine Budget Justification required components and information.
  o Potential Sources:
    ▪ Sponsor program guidelines
    ▪ Overarching sponsor guidelines
  o Examples:
    ▪ Costing methods
    ▪ Supporting materials such as vendor quotes or similar historical costs.
☐ Create an outline.
  o Budget categories
  o Required elements within each category
☐ Collecting Supporting materials.
☐ Complete the Justification.
☐ Proof-read to ensure:
  o 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.
  o All required elements are included.