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.