



**Office of Research**

**What Should I include in a Budget Justification?**

Many funding bodies will award a grant but will not necessarily provide all the funding requested. Your research budget could be greatly reduced if it is not well justified.

Your budget justification should cover all the topics that the Funding Rules specify require explanation. As an example, you may wish to consider the following questions when preparing your budget justification:

<p><b>Questions to Address in a Budget justification</b></p>	<p><b>Budget Justification Example – How to justify a Post-doctoral Research Assistant</b></p>
<p><b>Why is the item required?</b></p>	<p>This project will involve an intensive analytical program and a post-doctoral Research Assistant is required to work on the project to undertake sample collection, analysis and reporting.</p>
<p><b>How much is each item? Why is it that much?</b></p>	<p>The salary level requested is for an Academic Level A6 which is appropriate for a recent PhD graduate, thereby ensuring that the post-doc has demonstrable research experience, analytical and scientific communication skills, while at the same time providing value for money. This level is appropriate within the SCU salary rates for a researcher with a PhD and experience in the complex xyz laboratory technique that is required.</p>
<p><b>How many do you need?</b></p>	<p>This project will require one dedicated, full time researcher to accomplish an intensive sample collection and analysis phase in years 1 and 2 of the project. In year 3 of the project, this role will be required at 0.4FTE to write reports and publications.</p>
<p><b>What will the item be used for?</b></p>	<p>The post-doc researcher will be visiting 3 field sites in year 1 to collect the <i>abc</i> samples and then analyse them in the laboratory. This will be repeated in year 2 to compare the data.</p>
<p><b>What is the benefit to the project of funding that item?</b></p>	<p>This role is vital to the project success as it will ensure that a large number of samples can be collected and analysed in a timely manner. This will greatly benefit the project as the data will be comprehensive and enable a determination of the cause of the <i>abc</i> problem.</p>