Budget Justification

Many funding applications call for explication and justification of the budget you are requesting from them (direct costs), other contributions (partner investigators/organisations) and how the University is supporting the project within the institution (indirect costs). These are usually outlined in separate sections.

- Read the guidelines carefully: what will and will not be funded?
- Write in prose (not lists)
- Do not include actual budget figures. These will go into the application form
- Use the same category headings the application form uses
- Link the funds needed to research aims/plan/tasks.

1. Research assistance: outline their role and say why this is crucial to the conduct of the research. Say what skills are required of the position
2. Travel: outline why you are going, how long will you be away or explain how you arrived at the total number of kilometres
3. Maintenance: if you want to include phone, postage etc this must be special to the project e.g. survey mailouts
4. UWS Levy – contribution towards infrastructure costs

Indirect costs can include:

- Investigator salaries proportional to the time allocated to the project
- Infrastructure e.g. office space, meeting venues, computer access
- Professional development (workshops for specific skills)
- The research environment e.g. opportunities to work with other similar/related researchers and postgraduates
- Access to specialist resources such as libraries and or unique databases

Always seek advice from the Research Development Officers if you have ANY queries.