

*Office of Grants and Contracts Administration*

**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
* Examples:
* Costing methods
* Supporting materials such as vendor quotes or similar historical costs.

Create an outline

* Budget categories
* 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

All required elements are included