

## PROJECT BUDGET AND JUSTIFICATION FORM



**Principal Investigator (PI) Name:** Click or tap here to enter text.

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**Organizational Name:** Click or tap here to enter text.

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**Anticipated Award Date:** Click or tap to enter a date.

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*Document all expenses on this form. Undocumented expenses will not be reimbursed. Unexpended funds must be returned at the time the final report is submitted.*

*Please consult the AANA Foundation Grantmaking Policy for more details on allowable costs (e.g., salary, training, indirect costs) for different project types (e.g., research, education, evidence-based practice). The Foundation's limited funds are based on contributions. Restrictions on allowable costs enable the Foundation to provide more research, education, and evidence-based support.*

*Percent effort is calculated based on an assumption of a 40-hour week FTE position (e.g., 2 hours/wk dedicated to a project = 5% time; 8 hours/wk dedicated to a project = 20% time). Costs may or may not be included to reimburse percent effort, depending on allowable costs for the grant program and desired salary support.*

DETAILED BUDGET			Project Title: Click or tap here to enter text.		
			Date of Submission: Click or tap to enter a date.		
<b>PERSONNEL</b>					
NAME	PROJECT ROLE	% EFFORT	SALARY REQUESTED		
				Subtotal	0.0
<b>CONSULTANT COSTS</b>					
NAME	ROLE	RATE	AMOUNT		
				Subtotal	0.0
<b>EQUIPMENT</b>					
ITEM	VENDOR	QUOTED COST			
				Subtotal	0.0
<b>SUPPLIES</b>					
ITEM	AMOUNT				

		Subtotal	0.0
<b>TRAVEL (cannot exceed \$1,000)</b>			
ITEM	AMOUNT		
		Subtotal	0.0
<b>OTHER EXPENSES</b>			
ITEM	AMOUNT		
		Subtotal	0.0
<b>TOTALS</b>			
		<b>Total Direct Costs:</b>	<b>0.0</b>
		<b>Total Indirect Costs (research only):</b>	<b>0.0</b>
		<b>Total Award Amount:</b>	<b>0.0</b>
		<b>Refund due to AANA Foundation:</b>	<b>0.0</b>

**BUDGET  
JUSTIFICATION**

*Provide information about each budget category that supports the budget request. Be as specific as possible. Costs proposed should be necessary and reasonable to conduct the work described.*

Large empty rectangular area for budget justification text.

**ATTESTATION**

This is my best estimate of expenditures

Click or tap here to enter text.

PI Signature

Click or tap to enter a date.

Date

**AANA FOUNDATION APPROVAL OF BUDGET**

Click or tap here to enter text.

Signature

Click or tap to enter a date.

Date

SAMPLE