

SAMPLE BUDGET NARRATIVE

The sample line-item budget justification shown below is provided as a broad outline. A detailed, narrative justification is required for all items within each category for which funds are requested.

Line-item Budget Narrative	Year 3 (August 1, 2015-July 31, 2016) Federal Expenses
Administration	
Implementation Staff	
IT Support/Training Staff	
Quality Improvement & Reporting Staff	
Other Staff	
TOTAL PERSONNEL	
FICA	
Medical	
Retirement	
Dental	
Unemployment and Workers Compensation	
TOTAL FRINGE	
Local Travel (XXX miles @ \$.XX per mile)	
TOTAL TRAVEL	
Network Infrastructure	
Network-Level EHR Hardware	
Network-Level EHR Software	
TOTAL EQUIPMENT	
Office Supplies (\$XX per month x 12 months)	
Non-Capital Equipment (less than \$5,000)	
Training Materials	
TOTAL SUPPLIES	
Privacy & Security Risk Assessment	
Reporting and Evaluation Consultant	
Contract Staff	
TOTAL CONTRACTUAL	
Audit Services	
Postage	
TOTAL OTHER	

Line-item Budget Narrative	Year 3 (August 1, 2015-July 31, 2016) Federal Expenses
TOTAL DIRECT CHARGES (Sum of all TOTAL Expenses rows above (e.g., Personnel, Fringe Benefits, Travel))	
X.XX% Indirect Rate (includes utilities and accounting services)	
TOTALS (Total of TOTAL DIRECT CHARGES and INDIRECT CHARGES above)	
Additional Narrative Justification:	