

## **BUDGET NARRATIVE INSTRUCTIONS**

**This budget narrative does not address all relevant requirements of the RFA and should only be used as supplemental guidance.** The budget narrative is a detailed narrative in support of the **total** project budget that shows all funding sources and itemized costs for each line item contained on the SF-424A. All budget categories may be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the SF-424A. There should be a detailed breakdown of all costs, including indirect costs (maximum of 10%). Include budget notes on each budget line item detailing how each line item was derived. Also, provide a brief narrative description of any costs that may require explanation. Only items or services that are necessary for the successful completion of the project will be funded as permitted under the Federal Crop Insurance Act, the applicable Federal cost principles, and are not prohibited under any other Federal statute. Salaries of project personnel should be requested in proportion to the effort that they would devote to the project. The following is a list of budget categories taken directly from SF-424A:

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Other
- Indirect Charges