

Admin/Clerical budget justification guidance

The budget justification must include **all** of the following:

- ❖ An explanation as to why the administrative/clerical staff is necessary to complete the technical goals of the project.
- ❖ A list of the responsibilities of the administrative/clerical position.
- ❖ An explanation as to why the services that the administrative/clerical support will provide are significantly different or greater than what is routinely provided by the department/academic unit.
- ❖ Any additional information that would strengthen the budget justification and further explain the unusual need or unlike circumstances for the administrative/clerical support.