**FAQs – Budget Justification Form**

**Q1.** What’s the purpose of the Budget Justification Form?

**A1.** This is a narrative that contains details that justifies the amounts proposed in the budget.

**Q2**. Can I just use my own format?

**A2**. The DOE provides a Budget Justification Form template. If you provide your own format, it should address the same data required by the DOE form.

**Q3**. Is the Budget Justification Form mandatory?

**A3.** The FOA says it is.

**Q4**. Do subawardees have to use the DOE Budget Justification Form?

**A4.** They do not.

**Q5**. When should the Budget Justification Form be filled out?

**A5.** Best practice is to finish the form after all budget figures are known and agreed on final. Figures in the Budget Justification Form must match figures in the budget. Starting the form too early will require additional effort to make sure it reconciles precisely with the budget.

**Q6**. Do budget figures have to be rounded to the nearest dollar?

**A6.** Yes, according to the FOA.

**Q7**. Where does the TABA vendor go in the Budget Justification Form?

**A7.** Either as a subaward or more likely a consultant.

**Q8**. Where does the Budget Justification Form go in the budget documents?

**A8.** You’ll see at the end of the budget form a box where you can upload the file.

**Q9**. Will you provide assistance in filling out Section H – Indirect Rates?

**A9.** Yes.

**Q10**. How much data is required for Material and Supplies? Can costs of small parts/equipment be aggregated?

**A10.** Major items over $1,000 should be itemized and justified with vendor quotes, similar items purchased, or from past experience. Raw materials, small parts, lab equipment having small individual value may be aggregated.

**Q11**. Should hyperlinks to catalogue pricing be included?

**A11.** Hyperlinks will not be accepted since these represent a security threat. Best to take a screenshot. These can either be included in the body of the form or collected as a separate document and added as an attachment.

**Q12**. Does the Budget Justification Form need to be converted to a PDF form?

**A12.** Yes.