

**The following information should be included in the Budget narrative:**

**1. Non-trainee Expenses**

**Personnel Costs:** Personnel costs should be explained by listing each staff member who will be supported from funds, name (if possible), position title, percent full time equivalency (FTE), annual salary, and the exact amount requested for each project year which mainly covers indirect cost. Describe the roles and responsibilities under the budget justification for grant supported and non-grant supported personnel. This information is essential for reviewers to determine if project resources are adequate.