

Budget Justification Worksheet Instructions

1

What is a Budget Justification Worksheet?

The **budget justification worksheet** is where applicants break down total project costs into nine budget categories and total resources allocated for the project into three categories (Federal, Cost Share, or Non-Federal).

All costs must be reasonable, allocable, and allowable and directly relevant to the project, including costs covered by matching share. All costs must be justified in the project.

All tabs are password protected to preserve the integrity of formulas. However, extra rows have been included on each tab and can be unhidden to provide extra space as needed. To reveal these hidden rows, please follow these steps:

- 1) **Select Endmost Cell:** Press the **Ctrl + End** keys simultaneously. This ensures the entire sheet will be selected.
- 2) **Select All Cells:** Press the **Ctrl + A** keys simultaneously. This action will select all cells on the active worksheet tab.
- 3) **Unhide Rows:** Once all cells are selected, press the **Ctrl + SHIFT + 9** keys simultaneously. This action will unhide any hidden rows within the selected range.

3

Unhiding Extra Rows

2

Cost Categories Tabs vs. Funding Allocation Tabs

Cost Category Tabs (a. through i.): These tabs are used to break down and justify costs by specific categories. Each tab corresponds to a different type of expense.

Cost Share (j.) and Non-Federal Resources Tab (k.): These tabs are used to identify resources and contributions to the project that are either included in Cost Share (to be identified on tab j.) or not included in cost share (to be identified on tab k.). Do not record expenses on these tabs.

The budget justification must meticulously adhere to the Department of Energy's financial assistance regulations (2 CFR Part 200, as adopted and supplemented by 2 CFR Part 910). A thorough review of these regulations is required.

If you need assistance at any point, reach out to the DOE

Double-check for completeness. Before submitting, ensure all required fields in each tab are completed. Cells requiring information will dynamically highlight yellow to alert for any missing information.

4

Additional Notes

WAIT! READ THIS BEFORE you get started.

IMPORTANT. Please indicate how many budget periods the project spans. Based on your selection, certain fields will be dynamically adjusted to ensure only relevant information is collected. If a selection is not made, the Budget Justification Worksheet will default to include 3 budget periods.

A budget period is the time interval from the start date of a funded portion of an award to the end date of that funded portion, during which Recipients and Subrecipients are authorized to incur financial obligations. Typically, budget periods are established on an annual basis. Please refer to the DOE Guide to Financial Assistance located at <https://www.energy.gov/management/financial-assistance> for more information.

Make Selection