

Computer Purchase Budget Justification Examples

QUICK REFERENCE SHEET

GENERAL INFO ABOUT BUDGET JUSTIFICATIONS

The actual research and the need for the computer(s) should drive the budget justification. If it is actually needed for the project, the justification stating the need should be easy. The programmatic personnel on the project should be able to describe why the computer is essential to the project.

EXAMPLE BUDGET JUSTIFICATIONS

Example 1

Three laptop computers (\$1,000 each) are requested. Research personnel (GRAs and RAs) will take these laptops to the field to record data during interviews with human subjects, assist with statistical analysis, and facilitate communications among research project personnel through the 12-month survey period

Example 2

Computer: Laptop (\$989) needed for project-dedicated observations and travel between the telescope in Chile and Purdue.

Example 3

This project will require extensive word processing, record keeping, maintenance of large data bases, and data analysis. For this reason, we request 2 IBM compatible Pentium II-level workstations (\$1,400.00 each), which each include CPU, color monitor, graphics card, keyboard, CD ROM drive and a minimum 4 gigabyte hard drive.

Example 4

Equipment:

A total of \$9K is requested in the first year for computers with another \$3K in year two and \$3K in year three. These funds are for computers needed to run the Peiometrix THz-TDS system, as well as laboratory computers and laptops that will be needed for detector testing and especially detector control at the Advanced Photon Source experiment.