



**FY 2022 Accelerating Cancer Screening (AxCS)  
Example Budget Narrative and Personnel Justification Table**

**Example Budget Narrative**

Upload a two-year budget narrative that clearly explains and justifies your proposed AxCS and non-federal expenditures for year 1 and year 2, as demonstrated in the example below, so HRSA can see how expenditures will break out over the 2-year period of performance. Your budget narrative must align with your proposed project and provide HRSA with sufficient information to determine if you will use AxCS funds separately and distinctly from other Health Center Program support (e.g., H80 awards). The federal and non-federal category totals (Year 1 plus Year 2) must align with the Section B totals on the SF-424 Budget Information Form that you complete in Grants.gov. If funding continues beyond the initial 2-year funding period, dependent on performance, continued funding would be based on your year 2 budget. Refer to the AxCS NOFO, section IV.2.iv for detailed guidance on completing the budget narrative and personnel justification table.

Object Class Category with Example Line Items	Year 1		Year 2		CATEGORY TOTAL	
	Federal	Non-Federal	Federal	Non-Federal	Federal (Year 1 plus Year 2)	Non-Federal (Year 1 plus Year 2)
<b>PERSONNEL</b>						
Health education specialist (0.50 FTE)						
OB/GYN to conduct cervical cancer screening (1.0 FTE)						
Community health worker (1.0 FTE)						
<b>TOTAL PERSONNEL</b>						
<b>FRINGE BENEFITS</b>						
FICA @ X.XX%						
Health Insurance @ X%						
Dental @ X%						
Unemployment Insurance @ X%						



	Year 1		Year 2		CATEGORY TOTAL	
Object Class Category with Example Line Items	Federal	Non-Federal	Federal	Non-Federal	Federal (Year 1 plus Year 2)	Non-Federal (Year 1 plus Year 2)
Workers Compensation @ X%						
Disability @ X%						
<b>TOTAL FRINGE BENEFITS</b>						
<b>TRAVEL</b>						
Local travel for health center health education specialist to provide health education at X in-scope sites (include subtotals for mileage rate, number of miles, reason, and number of staff traveling)						
Local travel for health center community health worker to train at X in-scope sites (include subtotals for mileage rate, number of miles, reason, and number of staff traveling)						
<b>TOTAL TRAVEL</b>						
<b>EQUIPMENT</b> <i>Any equipment requests must align with the Equipment List Form(s)</i>						
EHR upgrade to add new clinical workflows and clinical decision supports, and facilitate information exchange in support of cancer screening and referral to care and treatment activities (1 @ \$XX,XXX)						



	Year 1		Year 2		CATEGORY TOTAL	
Object Class Category with Example Line Items	Federal	Non-Federal	Federal	Non-Federal	Federal (Year 1 plus Year 2)	Non-Federal (Year 1 plus Year 2)
Kiosks to facilitate confidential patient registration, questionnaire completion, scheduling, and chart access (2 kiosks @ \$X,XXX each)						
<b>TOTAL EQUIPMENT</b>						
<b>SUPPLIES</b>						
Case management EHR software to develop, implement, and monitor treatment plans across the multidisciplinary team (1 @ \$XXX )						
<b>TOTAL SUPPLIES</b>						
<b>CONTRACTUAL</b>						
2 Cancer Center-trained consultants to provide training to current health center outreach and patient navigation staff on best practices to engage patients in cancer screening and assisting patients with accessing appropriate follow-up care (XX hours @ \$XX per hour)						
Practice transformation facilitator to guide the health center's enhanced use of a cancer risk assessment tool into primary care best practices (XX hours @ \$XX per hour)						



	Year 1		Year 2		CATEGORY TOTAL	
Object Class Category with Example Line Items	Federal	Non-Federal	Federal	Non-Federal	Federal (Year 1 plus Year 2)	Non-Federal (Year 1 plus Year 2)
Consultant to develop data sharing agreement with the Cancer Center to share data on relevant cancer statistics in the health center's service area						
<b>TOTAL CONTRACTUAL</b>						
<b>OTHER</b>						
EHR license fees for new staff (3 @ \$XXX each)						
Staff recruitment through Internet posting						
<b>TOTAL OTHER</b>						
<b>INDIRECT COSTS</b> <i>Include only if your organization has a negotiated indirect cost rate or has previously claimed a de minimus rate of 10% of modified total direct costs</i>						
X.XX% approved indirect rate						
<b>TOTAL INDIRECT COSTS</b>						
<b>TOTAL BUDGET</b>						



**Example Personnel Justification Table**

Provide personnel costs for all direct hire staff and contractors to be supported by AxCS funding. Refer to Section IV.2.iv of the FY 2022 AxCS NOFO for detailed guidance on completing this table. Funds may not be used to pay an individual at a rate in excess of Federal Executive Level II of the Federal Executive Pay scale (\$203,700 as of January 2022).

<b>Year 1 Proposed Personnel</b>					
<b>Name</b>	<b>Position Title</b>	<b>Base Salary</b>	<b>Adjusted Annual Salary</b>	<b>FTE to Support AxCS Project</b>	<b>Federal Amount Requested</b>
J. Smith	OB/GYN	\$325,000	\$203,700	1.0	\$203,700
R. Doe	Community health worker	\$57,550	No adjustment needed	1.0	\$57,550
P. Jones	Health education specialist	\$50,000	No adjustment needed	0.50	\$25,000
A. Martin	Training consultant	\$75,000	No adjustment needed	0.20	\$15,000
B. Arnold	Training consultant	\$75,000	No adjustment needed	0.20	\$15,000
L. Taylor	Practice transformation facilitator	\$90,000	No adjustment needed	0.15	\$13,500
<b>TOTAL</b>				<b>3.05 FTE</b>	<b>\$329,750</b>

<b>Year 2 Proposed Personnel (only required if differs from year 1)</b>					
<b>Name</b>	<b>Position Title</b>	<b>Base Salary</b>	<b>Adjusted Annual Salary</b>	<b>FTE to Support AxCS Project</b>	<b>Federal Amount Requested</b>
J. Smith	OB/GYN	\$325,000	\$203,700	1.0	\$203,700
R. Doe	Community health worker	\$57,550	No adjustment needed	1.0	\$57,550
P. Jones	Health education specialist	\$50,000	No adjustment needed	0.50	\$25,000
A. Martin	Training consultant	\$75,000	No adjustment needed	0.20	\$15,000
B. Arnold	Training consultant	\$75,000	No adjustment needed	0.20	\$15,000
<b>TOTAL</b>				<b>2.90 FTE</b>	<b>\$316,250</b>