Internal Faculty Grants

Budget Planning Guide

Academic Year 2020-2021

Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Department/School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Expenditures**: This is just a guide. Please attach a detailed budget justification** **of your expenses; this form is optional but the budget narrative/justification is not.**

Amount

Supplies (not exhaustive list))

 You must explain the reasons for your requests in your budget justification

 Software \_\_\_\_\_\_\_\_\_\_

 Hardware \_\_\_\_\_\_\_\_\_\_

 Other \_\_\_\_\_\_\_\_\_\_

 ***Travel (1)*** \_\_\_\_\_\_\_\_\_\_\_

 (***for research purposes only***)

 Please be specific and detailed

 Research participant stipends (if relevant) \_\_\_\_\_\_\_\_\_\_\_

 Personnel Requirements: \_\_\_\_\_\_\_\_\_\_\_\_

If any, please explain

 Student Employment

 Undergraduate ($13-15 per hour) \_\_\_\_\_\_\_\_\_\_\_\_\_

 Graduate – stipend ($15-18 range per hour) \_\_\_\_\_\_\_\_\_\_\_\_\_

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_

**Total (can not exceed $5,000)**  $\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Requests for travel will be considered only if required for the proposed research; however, travel to professional meetings and other routine activities will not be supported. For travel and reimbursement policies see the *Adelphi Financial and Administrative Reference Guide,* http://intranet/adminguide.**