

In-House Faculty Grants
Budget Planning Guide
Academic Year 2016-2017

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
<u>Supplies</u> (not exhaustive list))	
Lab supplies	_____
Document service/copying	_____
Telephone	_____
Postage	_____
Other	_____
 Software	 _____
 <i>Travel (1)</i> <i>(for research purposes only)</i>	 _____
 <u>Personnel Requirements:</u>	
Part-time staff	_____
 <u>Student Employment</u>	
Undergraduate (\$10 per hour)	_____
Graduate – stipend (\$12-15 range per hour)	_____
Graduate – remission (ranges \$1090-1290 per credit)	_____
 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>.