

OUR Research Grant Budget Guidelines

This document was created to help students put together their grant proposals. ALWAYS have your faculty mentor review your grant proposal prior to submitting it to our office. If you have any questions about your proposal, do not hesitate to contact our office.

All grant proposal budgets should include:

- Items you are requesting
- Total cost for each item. If you are requesting more than one of any item, you must provide a per item cost.
- Vendor or supplier of the item if applicable
- Justification for each item you are requesting (i.e. Why it is important for your work)
 - o Using bullets is recommended, but not required

Commonly Requested Items include:

- Travel costs to conduct research or creative activities (i.e. flights, hotel, mileage)
 - o For travel by car requests for reimbursement will be given \$0.445/mile traveled; this is inclusive of gas and miles on the car. Another option is to request a rental car and gas.
 - o Toll costs incurred during the drive may also be included
- Supplies or materials needed for the project not currently available on campus
- Computer Programs or Software packages not currently available on campus
 - o Materials that are not already available to the student through other campus resources
- Equipment needed to perform the research or creative activity

OUR grants **cannot** fund:

- Salaries for any person working on the project
- Incentives for human subjects
- Food of any kind
- Travel to present research (please see the Conference Presentation Awards)

Following these guidelines perfectly does not ensure funding. Make sure your faculty member looks at it.

Budget Examples:

The budget can take different forms, but at its core you must include the specific descriptions of the items you are purchasing and the justification for those items.

** Note: the budget section is a text box; Copying and pasting a spreadsheet may cause your budget to become distorted and hard to read

Example 1 Budget for Materials: Biology (STEM)

UV Filters - \$39.40 (Oxybenzone - \$16.30, Zinc Oxide - \$14.95, Titanium Dioxide - \$8.15)

- UV filters will be mixed with salt water at various concentrations and a 48 hour bioassay will be run to test their toxicity on *Artemia salina*, a keystone species in many aquatic environments.

Sterile Bioassay Trays - \$76.00

- Bioassay trays with 24 wells each will be used. 9 will be required for each of the trials, so 27 sterile trays must be purchased. They are sold in packs of 50 with each tray individually wrapped which will allow us to have extras in case any break.

Artemia salina (brine shrimp) - \$50.00

- Brine shrimp will be required for the experiment and bought live from a local aquatic store. Each trial requires 200 brine shrimp, but approximately 250 will be bought to ensure we can place a live brine shrimp in each well at the start of the experiment.

Aquarium Salt - \$2.87

- A small container of aquarium salt will be purchased to replicate the saltwater environment of *Artemia salina*.

Bottles for Mixing - \$74.95

- Sterile bottles will be used to mix the aquarium salt, deionized water, and specified concentration of UV filter for each treatment group. Each treatment group will have its own labelled bottle.

Pipettes - \$24.89

- Wide tipped pipettes will be used to add one organism and 5mL of the assigned water treatment to each labelled well.

TOTAL COST: \$268.11

Example 2 Budget for Travel: Interdisciplinary Studies (ASSH)

1. Round-trip mileage to the Big Cypress Seminole Tribe of Florida Reservation and Ah-Tah-Thi-Ki Museum for three trips

\$206.93 (155 total miles/trip x \$0.445/mile x 3 trips)

- These trips work in a sequence to facilitate fieldwork interviews with Tribe members of the Big Cypress Reservation and archaeologists, anthropologists, and historians from the Ah-Tah-Thi-Ki Museum.
 - The first trip is to meet with Ah-Tah-Thi-Ki Museum researchers, Tribe leaders, and the Tribe Oral Historian.
 - The second trip is to conduct the first focus group interview.
 - The third trip is to conduct a follow-up interview with the focus group to revisit the conversations had and record participants' perspectives on discussed issues.

2. Round-trip mileage to the Hollywood Seminole Tribe of Florida Reservation for two trips

\$267.00 (300 total miles/trip x \$0.445/mile x 2 trips)

- These trips work in a sequence to facilitate fieldwork interviews with Tribe members of the Hollywood Reservation.
 - The first trip is to meet with Tribe leaders and to conduct the first focus group interview.
 - The second trip is to conduct a follow-up interview with the focus group 2-4 weeks after the first interview to record participants' perspective on previously discussed material.

3. Hotel stay at Holiday Inn Express and Suites Fort Lauderdale for each of the two trips to the Hollywood Seminole Tribe of Florida Reservation

\$146.00 (\$73/night x 2 nights)

- Hotel stays in Fort Lauderdale are necessary during the two fieldwork visits to the Hollywood Reservation.

4. Round-trip mileage to the Miccosukee Indian Village in Everglades National Park for three trips

\$309.72 (232 total miles/trip x \$0.445/mile x 3 trips)

- These trips work in a sequence to facilitate fieldwork interviews with Tribe members of the Miccosukee Tribe of Florida
 - The first trip is to meet with Tribe leaders to gain preliminary perspectives integral to the formulation of focus group interview questions and to formulate an appropriate, agreed-upon protocol for focus group interviews.
 - The second trip is to conduct the first focus group interview and follow up on interviews with Tribe leaders.
 - The third trip is to conduct a follow-up interview with the focus group 2-3 months after the first interview