**Budget Template**

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| --- | --- |
| Complete this worksheet with anticipated funding needs for the IPEG. You are required to provide a narrative justification for each category. | |
| **Personnel**: Salary support may be requested for administrative services, student workers, research assistants, or other support staff. Support for consultants and other professional personnel are allowable, with appropriate justification. Names of the personnel should be specified wherever appropriate in the proposal. | |
| Administrative Services (including support staff) | $ |
| Student Workers | $ |
| Research Assistants | $ |
| Consultants | $ |
| Insert other personnel | $ |
| **Total** | **$** |
| **Justification**: Click here to enter text. | |
| **Supplies:**  Supplies that are necessary for the successful completion of the project should be requested. | |
| insert supply | $ |
| insert supply | $ |
| insert supply | $ |
| insert supply | $ |
| insert supply | $ |
| **Total** | $ |
| **Justification:** Click here to enter text. | |
| **Travel:** Up to $1,000 may be requested for travel. Such funding will only be approved if the travel is necessary for the project or for specific and unique training opportunities consistent with the proposal. Travel support will not be provided for presentation of project results at national or international meetings. | |
| Instate Travel (estimate expense) | $ |
| Out-of-state Travel (estimate expense) | $ |
| Training Opportunity (estimate expense) | $ |
| **Total** | $ |
| **Justification:** Click here to enter text. | |
| **Equipment:** Equipment that is necessary for the project may be purchased for use during the award period. However, this equipment will remain the property of the Office of Educational Affairs. Any simulation equipment purchases will be ordered through and maintained in the iCELS. Appropriate justification must be made for all equipment requested. Sharing of equipment is encouraged to justify its sustained use by a broad range of users. | |
| insert equipment request | $ |
| insert equipment request | $ |
| insert equipment request | $ |
| insert equipment request | $ |
| **Total** | **$** |
| **Justification:** Click here to enter text. | |
|  | |
| **Total Budget (not to exceed $8,000)** | **$** |