Research Grants Budget Justification Template

Page 1 of 2 (Both pages are required)

Name:

Project title:

Project dates:

Requested amount for FY20:

Requested amount for FY21:

**Any reimbursement occurring prior to June 30 is considered FY20, anything after July 1 is considered FY21 *

Please complete first the Itemized Budget below, and justify your expenses on page 2.

<table>
<thead>
<tr>
<th>Description</th>
<th>Subtotal FY20</th>
<th>Subtotal FY21</th>
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</table>

You will need to request lodging costs. RG does not use *per diem*

Requests for food expenses are low on the priority list of needs and are not guaranteed coverage.

The current mileage rate is $0.545

Remember that the following are unallowable expenses:

- Miscellaneous expenses.
- Living expenses for research conducted in Sewanee.
- Living expenses in excess of 1 month (30 days).
- Salaries for student workers.
- Tuition costs to support work done for a graduate degree.
- Capital purchases of equipment.
- Equipment or consumables for faculty who have not spent 75% of their start-up funds (if applicable).
- Conference travel is low on the priority list for all faculty, including both those who have and those who have not spent all of their Faculty Travel Budget (unless proposed travel will use remaining funds)
  – See: http://www.sewanee.edu/offices/dean/faculty-travel/
- Faculty compensation.
Budget Justification required:

Please provide an itemized justification for items listed above, making it clear how you arrived at the requested amounts for each line. Err on the side of too much detail, as unclear budgets or lack of justification may delay review of your proposal, or remove it entirely from consideration.