## Research Grants Budget Justification Template

| Name: | |
|---|---|
| Project Title: | |
| Project Dates: | |
| Requested Amount for FY26: | |
| Requested Amount for FY27: | |

**\*\*Any reimbursement occurring prior to 6/30/26 is considered FY26; anything after 7/1/26 is considered FY27\*\***

- You will need to request lodging costs. RG does not use a per diem for lodging.
- The current mileage rate is $0.70.
- Requests for food expenses are a low funding priority and are not guaranteed coverage. If food is included in your budget, please use the GSA standard $68/day per diem for meals, regardless of travel destination; for the first and last day of travel, use 75% of this figure ($51).
- Remember that the following are <u>not</u> allowable expenses:
  - Miscellaneous expenses.
  - Living or food expenses for research conducted in Sewanee. (Living or food expenses for projects within a commutable distance from Sewanee should be thoroughly justified and may be subject to additional scrutiny.)
  - 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 a low funding priority, especially for those who have not spent all of their Faculty Travel Budget. Use those funds before asking RG to fund conference travel.
  - Faculty compensation.

**<span style="color:red">Please complete first the Itemized Budget below, and justify your expenses on page 2.</span>**

| Description | Subtotal FY26 | Subtotal FY27 | Total |
|---|---|---|---|
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**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.

**Other Funding (response required):**

If your proposal involves funding for conference travel, have you already used the Faculty Travel Funds available to you annually from the Dean's Office? Please explain your answer.

If you have existing awards or pending applications to support this project, please describe the organization, status, and amount, and clearly articulate how the existing or proposed funding overlaps with or is supplemented by the current proposal. If not, please write "N/A."