**SHI Grant Budget Justification Template**

Name:

Project Title:

Project dates:

Requested amount for FY19:

**\*Please be sure requested amount is equal to the sum of itemized description\***

**\*\*Any reimbursement occurring after June 30 is considered the following FY\*\***

**Budget:**

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| --- | --- |
| Description | Cost |
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**Budget Justification:**

Please provide an itemized justification for items listed above to make it clear how you arrived at the requested amounts for each line. Err on the side of too much detail as unclear budgets will require additional clarification and may delay review of your proposal.

To calculate your meals and lodging you can consult this site: (<https://www.gsa.gov/portal/content/101518>) for ideas. However, keep in mind SHI doesn't use the *per diem*.

The current mileage rate is $0.545/mi.

The following are unallowable expenses:

* Living expenses.
* Salaries for student workers during May through August (please use the Research Assistantship Program through Career and Leadership Development).
* Tuition costs to support work for a graduate degree.
* Capital purchases of equipment.
* Conference travel.
* Faculty compensation.
* Research conducted outside of the SHI study watershed (see map on website).
* Research on the Domain without filing a request (<http://sustain.sewanee.edu/domain/research>)