Budget Workbook Instructions for UC-HSI Doctoral Diversity Initiative Grant

(1) Worksheet Description

1. <u>Budget Summary</u> - Provide requested information (indicated in yellow)

2. <u>Guidelines</u> - Provides general guidelines for grant budget categories

(2) Check Budget
Check budget form carefully for errors prior to submitting your proposal.

(3) Enter information from Budget Summary into proposalCENTRAL.
Once the Budget Workbook template is complete, transfer information from the Budget Workbook spreadsheet entitled "1.

(4) Convert worksheets to PDF.
Convert completed worksheets to PDF using the print to PDF function or a PDF generator like Adobe Acrobat. Save to

(5) Upload forms (and workbook) to Proposal Central.
Once forms have been converted to PDF, upload PDF forms and the completed excel workbook to proposalCENTRAL, using the appropriate attachment type. See proposalCENTRAL for help with uploading attachments to the proposal.

Principal Investigator:	
UC Campus and Department/Group:	

Budget Summary - UC-HSI Doctoral Diversity Initiative Grant

Provide budget details (requested information is indicated in yellow). Totals will calculate automatically. Enter general budget categories below and detailed information in the Budget Justification. Be sure expenditures are well-justified in the Budget Justification. Only fill in the budget years/columns needed (e.g.up to 5 yrs. for large grants and up to 2 yrs. for small grants).Please add more yellow rows if needed.

Budget Category	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Student-related Expenses (e.g. stipends, room and board, travel, etc) Complete this section if your project includes student-related expenses.						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
Estimated Budget Per Student	$ -	$ -	$ -	$ -	$ -	$ -
Number of students to be included						0
Subtotal for Student expenses	$ -	$ -	$ -	$ -	$ -	$ -
Other Project Expenses-Expenses other than student-related expenditures, including contractors, equipment, travel, etc	Year 1	Year 2	Year 3	Year 4	Year 5	Total
						$ -
						$ -
						$ -
Subtotal Other Project Expenses	$ -	$ -	$ -	$ -	$ -	$ -
Project Total	$ -	$ -	$ -	$ -	$ -	$ -

Budget Guidelines for UC-HSI Doctoral Diversity Initiative Grants

Enter dollar amounts for each expense category, including any contractual agreements, pieces of equipment, travel, and other expenses. Provide justification for all of the proposed expenditures on the budget justification form.

If your program includes student interns, research internship budgets should be based on the actual costs of hosting students at your institution (expenses should include student travel estimate, room and board, student stipend and as appropriate other programmatic expenses such as graduate student mentoring support and social networking/support opportunities).