

# **Budget Workbook Instructions for UC-HBCU Summer Research and Graduate Admission Pathways Grant**

## **(1) Worksheet Description**

1. Budget Summary - Provide requested information (indicated in yellow)
2. Guidelines - Provides general guidelines for Summer Research and Graduate Admissions Pathways Grant

## **(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. Budget Summary" into proposalCENTRAL Section 3. Budget Summary.

## **(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 local machine. Review forms carefully, after conversion, to make sure all numbers are readable. For help with PDF conversion, contact proposalCENTRAL.

## **(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: Department/Group: **Budget Summary - Summer Research and Graduate Admission Pathways Grant**

Provide details of Summer Research Internship budget (requested information is indicated in yellow). The Budget Category is the estimated student budget for hosting **one** student on your campus. Travel and additional expenses should be the average amount you expect to spend per student. Be sure expenditures are well-justified in the Budget Justification.

Budget Category	Year 1	Year 2	Year 3	Total
Stipend (\$3000 minimum) (not including food expenses)				\$ -
Room & Board				\$ -
Student Travel (to and from program)				\$ -
Other Student Travel (only if required by research project)				\$ -
Mentor Research Account Allocation - \$500 maximum per student mentored. Do not include any PI research account allocation in this amount, it will be noted in Other Project Expenses				\$ -
Additional Summer Research Program Internship Expenses (please explain in Budget Justification)				\$ -
<b>Estimated Budget Per Student</b>	\$ -	\$ -	\$ -	\$ -
<b>Number of students to be mentored in summer research internship project</b>				<b>0</b>
<b>Subtotal for Summer Research Internship Support</b>	\$ -	\$ -	\$ -	\$ -
Other Project Expenses	Year 1	Year 2	Year 3	Total
UC-HBCU Initiative Expenses (expenses other than summer research support expenditures)				\$ -
Travel (please explain in Budget Justification)				\$ -
PI Summer 1/9 salary/ Research Account Allocation (if applicable)				\$ -
<b>Subtotal Other Project Expenses</b>	\$ -	\$ -	\$ -	\$ -
<b>Project Total</b>	\$ -	\$ -	\$ -	\$ -

Faculty mentors are eligible to receive a research account allocation up to \$500 per student mentored to a maximum of \$1,000, for those mentoring more than two interns.

## Budget Guidelines for HBCU Summer Research and Graduate Admissions Pathways Grants

Principal Investigators may request 1/9 summer salary to support their efforts during the summer . Faculty in the humanities, arts, behavioral science or social science (HABSS), who do not request summer salary may include a PI research account allocation as part of the project budget (up to \$1000 for a Summer Research Internship Support Grant and up to \$1500 for a Summer Research and Graduate Admission Pathways Grant). This allocation to the PI's research account may be included as part of the annual budget and may be used to support research expenses associated with the initiative project or other research needs. **Faculty may request either summer salary or research account allocation, but not**

Other allowable expenses include student summer stipend (minimum \$3000) (stipend should not include food expenses), student program-related travel, student room and board, defined necessary supplies and equipment, program expenses (non-research activities, minimal administrative expenses, etc.) and a mentor research account allocation of \$500 (if desired) per student mentored, up to \$1,000. Mentor research account resources may be granted to faculty serving as mentors to visiting HBCU summer interns. Principal Investigators requesting summer salary and Principal Investigators in humanities, arts, behavioral science or social science (HABSS) serving as summer mentors are not eligible for this additional mentor research account allocation. For all PIs that are including other faculty mentors as part of their project plan, the mentor research account allocations should be included in the summer research internship budget if such funds are needed.

Summer 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).