

## FACULTY RESEARCH GRANT BUDGET PROPOSAL TEMPLATE

Please create a table based on the template below:

### **Application Information (all fields are REQUIRED)**

FRG Award Number  
(LastnameLast4FIDN-2019): Doe1234-2019

Fordham ID (FIDN): A00001234

FIRST name: \_\_\_\_\_

LAST name: \_\_\_\_\_

Fordham E-mail address: \_\_\_\_\_

Project title: \_\_\_\_\_

Grant Period: 2018-2019

Earlier in the application process, you selected the primary purpose of the grant. Please indicate that selection here:

\_\_\_ Prepare a publication (\$4,000 request limit)

\_\_\_ Apply for external support (\$6,500 request limit)

Category	Amount	Total
Research Assistants	-	-
Consultants	-	-
Travel	-	-
Other Expenses (please specify)	-	-
<b>Total budgeted</b>		-

## **Guidelines**

Please see page 1 for a proposal template. If applicable, please add an additional line to your budget proposal table for each category or expense type. For example, if you intend to purchase computer supplies and postage, you would include a line for each.

Comprehensive list of expense types is listed below.

- Computer hardware
- Computer software
- Computer supplies
- Food/Beverages
- Human subjects direct payment
- Human subjects incentives (e.g., gift cards)
- Human subjects travel cost
- Office supplies
- Postage
- Dataset access
- Telephone expenses
- Photocopying / Duplicating / Printing
- Other research expenses (e.g., lab supplies)
- Other non-research expenses
- Outside contract services

### **Research Assistants**

A general fair wage guideline is listed below. Budget toward top of range for skill set you need, then offer Research Assistant toward bottom of range and negotiate. Non-monetary compensation (e.g., desired educational benefit or substantial resume building from participating in project) may justify offering lower pay.

- \$10.20 - 12.25/hour = freshman/sophomore for data entry/entry-level clerical tasks
- \$12.25 - 14.30/hour = junior/senior for tasks requiring more organization/critical thinking
- \$14.30 - 16.30/hour = for tasks requiring "customer service" skills (e.g., welcoming/orienting human subject participants, conducting surveys, etc.)
- \$16.30 - 18.40/hour = for tasks requiring basic substantive knowledge of your discipline (e.g., a senior considering grad school in your area)
- \$18.40 - 20.40/hour = for tasks requiring advanced substantive knowledge of your discipline (e.g., grad student in your area)
- \$20.40 + /hour = non-student professional in relevant area of expertise

### **Consultants**

Be certain to explain in the "cost" section of your Funding Justification Narrative the amounts, the services to be rendered, and the payees' expertise to render those services. Note that this grant may not be used to compensate yourself or any other member of the Fordham Faculty or Staff.

## Travel

Requests for reimbursement must be submitted within 30 days. Estimated transportation and car rental costs may be obtained from [www.kayak.com](http://www.kayak.com) or similar websites. Federal per Diem rates may be obtained at the U.S. General Services Administration Website, <http://www.gsa.gov/portal/category/100120>. TRAVEL DOES NOT INCLUDE conference attendance. Expenses may include transportation costs, lodging, per diem, and car rental.

Travel is divided into three budget categories:

1. Local: Non-overnight travel within the US and that does not require plane fare but incurs transportation and reasonable meal/incidental costs in excess of cost of commuting to work/school at Fordham
2. Domestic: United States, its territories and possessions
3. Foreign: Outside of the United States, its territories and possessions

## Supplies, Equipment, and Other Expenses

Computers and computer peripherals must be justified in the Funding Justification Narrative as directly necessary to this specific project and substantially different from what Fordham has already provided or would be expected to provide to faculty generally (if allowed, this will be a one-time purchase and will not be replaced by the University at any time in its life-cycle); this includes any manufactured "tool" the use of which does not make it unavailable for subsequent uses (i.e., it is not "used up" - items that are exhaustible are supplies and should be accounted for under "supplies").

Do NOT include any single item or set of related items the purchase of which would exceed your budget limit (\$4,000 or \$6,500).

Equipment purchases of any kind must go through Procurement. Computer acquisitions (including leased computers, printers and other computer related hardware/software) must be approved by IT Acquisitions. IT Acquisitions will process requisitions if they are in compliance with the University's computer procurement and maintenance policies and transmit approved requisitions to the Office of Procurement for distribution to vendor. It is University policy that all goods purchased by the University, regardless of funding source, must be shipped to and received by the University. However, it is permissible to reship goods to the requestor after being recorded as a Fordham University asset.

\*Please note that Fordham IT owns licensing for many of the most frequently requested software packages sought by researchers and makes their use available to Faculty and Staff upon request; please see <https://play.web.fordham.edu/software/>

All Equipment may continue to be available for your use after the grant period, but is and will remain the property of Fordham University.