

**EXAMPLE: FOR ILLUSTRATION PURPOSES ONLY-
HOW TO COMPLETE A THUTHUKA BUDGET USING
BUDGET ASSIST COSTING TOOL**

THUTHUKA PROGRAMME SAMPLE BUDGET

Programme	Thuthuka Programme
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PROJECT INFORMATION

Institution:	University of Higher Learning
Short Title:	The influence of the built environment on quality of life in low-income communities
Start Year:	2011
End Year:	2013
Budget Start Year:	2011
Required Funding Period:	3 years
Budget End Year:	2013
Description:	Research on the physical, psychological, and social impact of the environment on the quality of life of low-income residents in the United States and South Africa.

OPERATING COSTS

Activity 1	Continuation of research as part of the Healthy Environment Partnership in collaboration with the A. Alfred Taubman College of Architecture and Urban Planning, the Institute for Social Research, the School of Public Health at the University of Michigan and several Detroit based community organization.
Category:	Study Visit (International)
Item:	Flight ticket to Detroit, Michigan
Year:	2011
Amount:	R12 000
Motivation:	I will make a 6 week study visit to Detroit, Michigan in order to continue my collaboration with other researchers on the Healthy Environment Project project that my dissertation was part of. On-the-ground presence will allow me to attend meetings of the community steering committee, work directly with colleagues in data analysis and article writing, and disseminate findings to the communities in the three areas of Detroit, Northwest (Brightmoore), Southwest, and Eastside.

Category:	Study Visit (International)
Item:	Lodging
Year:	2011
Amount:	R26 460 at R630/night for 42 nights
Motivation:	Loding in a hotel
Category:	Study Visit (International)
Item:	Car Rental
Year:	2011
Amount:	R12 600 at R300/day for 42 days
Motivation:	As part of the planned study visit described above, a car would be necessary to have transportation while in Detroit.
Category:	Study Visit (International)
Item:	Petrol
Year:	2011
Amount:	R3 000
Motivation:	To be able to cover petrol costs while using rental car
Category:	Study Visit (International)
Item:	Food allowance/daily allowance
Year:	2011
Amount:	R14 700 at R350/day (was R8000)
Motivation:	To cover the costs of food while abroad
Category:	Lecturer Replacement
Item:	Replacement lecturer during study visit
Year:	2011
Amount:	R6 000
Motivation:	To be able to reimburse a replacement lecturer during the 6 weeks that I would be abroad on my study visit.
Category:	Conference Attendance (International)
Item:	Flight ticket to Lithuania for Phenomonology Conference
Year:	2011
Amount:	R10 000
Motivation:	Research conducted as part of Activity 1 is related to the daily activity patterns toward more physically active environments. This research will contribute to the community of scholars doing research on issues of community phenomonology. The 7 th central and eastern European conference on Phenomology is a wonderful opportunity to link with research and colleagues in Europe and present information about my research. While there, contact can be established with Professor David Seamon from Kansas State University to discuss a visit to South Africa and his possible participation in Activity 4 in 2013.
Category:	Conference Attendance (International)
Item:	Lodging while at conference
Year:	2011
Amount:	R4 000 at R1000/night for 4 nights

Motivation:	4 nights lodging while at Phenomonology conference
Category:	Conference Attendance (International)
Item:	Meal/daily allowance
Year:	2011
Amount:	R1 400 at R350/day
Motivation:	To cover the costs of food while abroad
Category:	Conference Attendance (International)
Item:	Rental car
Year:	2011
Amount:	R1 500 at R300/day
Motivation:	To have transportation while at Phenomonology conference
Category:	Conference Attendance (International)
Item:	Petrol
Year:	2011
Amount:	R500
Motivation:	To purchase petrol for rental car
Category:	Research Assistance
Item:	Statistician
Year:	2011
Amount:	R10 000
Motivation:	The analysis that will be conducted on the survey data sets (with specified population weights in Hierarchical Linear Modeling) is complex quantitative analysis and requires special skills of a statistician.
Category:	Research Equipment
Item:	Statistical Analysis Software (SAS)
Year:	2011
Amount:	R5 000
Motivation:	This software is necessary to conduct the above-mentioned data analysis.
Category:	Research Equipment
Item:	Hierarchical Linear and Nonlinear Modeling (HLM) software
Year:	2011
Amount:	R5 000
Motivation:	This software is necessary to conduct the above-mentioned data analysis.
Category:	Conference Attendance 1 (national)
Item:	Flight ticket to Cape Town for South African City Studies Conference
Year:	2011
Amount:	R3 000
Motivation:	To begin to build a network of South African academics and professionals working with urban issues. To present findings from research conducted in Detroit, Michigan, therefore linking South Africa with an international context.
Category:	Conference Attendance 1 (national)
Item:	Conference Registration fees

Year:	2011
Amount:	R2 000
Motivation:	To cover the cost of registration fees for the conference.
Category:	Conference Attendance 1 (national)
Item:	Rental car
Year:	2011
Amount:	R1 500 at R300/day
Motivation:	To have transportation while at national conference
Category:	Conference Attendance 1 (national)
Item:	Petrol
Year:	2011
Amount:	R500
Motivation:	To cover cost of petrol in rental car
Category:	Conference Attendance 1 (national)
Item:	Lodging
Year:	2011
Amount:	R3 500 at R700/day
Motivation:	To cover the costs of lodging while at national conference
Category:	Conference Attendance 1 (national)
Item:	Food allowance
Year:	2011
Amount:	R1 000 at R200/day
Motivation:	To cover the costs of meals while at national conference
Category:	Conference Attendance 2 (national)
Item:	Flight ticket to South African City
Year:	2011
Amount:	R3 000
Motivation:	To begin to build a network of South African academics and professionals researching urban settings. To present findings from research conducted in Detroit, Michigan, therefore linking South Africa with an international context.
Category:	Conference Attendance 2 (national)
Item:	Conference Registration fees
Year:	2011
Amount:	R2 000
Motivation:	To cover the cost of registration fees for the conference.
Category:	Conference Attendance 2 (national)
Item:	Rental car
Year:	2011
Amount:	R1 500 at R300/day
Motivation:	To have transportation while at national conference
Category:	Conference Attendance 2 (national)
Item:	Petrol

Year:	2011
Amount:	R500
Motivation:	To cover cost of petrol in rental car
Category:	Conference Attendance 2 (national)
Item:	Lodging
Year:	2011
Amount:	R3 500 at R700/day
Motivation:	To cover the costs of lodging while at national conference
Category:	Conference Attendance 2 (national)
Item:	Food allowance
Year:	2011
Amount:	R1 000 at R200/day
Motivation:	To cover the costs of meals while at national conference
Activity 2	Conduct research on national award-winning urban projects in South African cities
Category:	Research Assistance
Item:	Survey Design Expert
Year:	2012
Amount:	R10 000
Motivation:	To assist in constructing the survey that will be used in examining people's perceptions and quality of life related to award-winning urban projects
Category:	Research Assistance
Item:	Statistician
Year:	2012
Amount:	R10 000
Motivation:	The analysis that will be conducted on the survey data sets is complex analysis and requires the skills of a statistician.
Category:	Research Equipment
Item:	Computer Tablet
Year:	2012
Amount:	R15 000
Motivation:	To enable student research assistants to collect data while conducting research "in the field" in the areas surrounding the award-winning projects. This piece of equipment would be used in activity 5 as well as activity 2.
Category:	Visiting Professor
Item:	Plane ticket for visiting professor from the United States
Year:	2012
Amount:	R12 000
Motivation:	Grant applicant has worked at the premier social research institute in the United States, the Institute for Social Research at the University of Michigan. An expert (Professor Robert W. Marans) from there would be able to provide specialized training and assistance for this project. This

	would enhance the research capacity of the researcher, assistants, and institution. Lectures will also be arranged at the Department of Architecture and as part of the Cluster for Sustainability at the University of the Free State. Anticipated stay in South Africa: 3 months
Category:	Visiting Professor
Item:	Lodging for professor at a guest house
Year:	2012
Amount:	R31 500 at R350/day
Motivation:	To provide meals and lodging for visiting professor
Category:	Visiting Professor
Item:	Rental car
Year:	2012
Amount:	R27 000 at R300/day
Motivation:	To provide the visiting professor with transportation while in Bloemfontein
Category:	Visiting Professor
Item:	Petrol
Year:	2012
Amount:	R2 400
Motivation:	To provide petrol for the rental car
Category:	Visiting Professor
Item:	Stipend
Year:	2012
Amount:	R30 000
Motivation:	To provide incentive for the visiting professor to spend 3 months in Bloemfontein
Category:	Domestic Travel (1) to Johannesburg
Item:	Cost of rental car
Year:	2012
Amount:	R1 800 at R300/day for 6 days
Motivation:	For this activity, it is necessary for the researcher and/or research assistants to travel to Cape Town, Durban, and Johannesburg to investigate the affects of award-winning built urban projects in these cities on the residents of surrounding neighborhoods. 3 separate trips would be taken, with the researcher(s) driving to Johannesburg and Durban but flying to Cape Town. Visiting lectures will also be arranged by the applicant during these sepearate trips at the UCT, WITS, and UKZN.
Category:	Domestic Travel (1) to Johannesburg
Item:	Petrol
Year:	2012
Amount:	R2 000
Motivation:	To cover the cost of petrol during the trip
Category:	Domestic Travel (1) to Johannesburg
Item:	Lodging
Year:	2012

Amount:	R4 000 at R400/night/person
Motivation:	5 nights of lodging for 2 researchers
Category:	Domestic Travel (1) to Johannesburg
Item:	Food allowance
Year:	2012
Amount:	R2 000 at R200/day/person
Motivation:	To cover the cost of meals for 2 researchers while in Johannesburg
Category:	Domestic Travel (2) to Durban
Item:	Cost of rental car
Year:	2012
Amount:	R1 8000 at R300/day for 6 days
Motivation:	For this activity, it is necessary for the researcher and/or research assistants to travel to Cape Town, Durban, and Johannesburg to investigate the affects of award-winning built urban projects. 3 separate trips would be taken, with the researcher(s) driving to Johannesburg and Durban but flying to Cape Town. Once in Durban, I will collaborate with Bridget Horner (Director of Space syntax South Africa), on co-authoring one paper that results from this project. Bridget Horner was a Space syntax consultant on some of these award-winning projects and it will give her the opportunity to assess her work.
Category:	Domestic Travel (2) to Durban
Item:	Petrol
Year:	2012
Amount:	R2 000
Motivation:	To cover the cost of petrol during the trip
Category:	Domestic Travel (2) to Durban
Item:	Lodging
Year:	2012
Amount:	R4 000 at R400/night/person
Motivation:	5 nights of lodging for 2 researchers
Category:	Domestic Travel (2) to Durban
Item:	Food allowance
Year:	2012
Amount:	R2 000 at R200/day/person
Motivation:	To cover the cost of meals for 2 researchers while in Durban
Category:	Domestic Travel (3) to Cape Town
Item:	2 Flight tickets to Cape Town
Year:	2012
Amount:	R6 000 at R3 000/ticket
Motivation:	For this activity, it is necessary for the researcher and/or research assistants to travel to Cape Town, Durban, and Johannesburg to investigate the affects of award-winning built urban projects. 3 separate trips would be taken, with the researcher(s) driving to Johannesburg and Durban but flying to Cape Town.

Category:	Domestic Travel (3) to Cape Town
Item:	Cost of rental car
Year:	2012
Amount:	R1 800 at R300/day for 6 days
Motivation:	To ensure transportation while in Cape Town
Category:	Domestic Travel (3) to Cape Town
Item:	Petrol
Year:	2012
Amount:	R1 000
Motivation:	To cover the cost of petrol during the trip
Category:	Domestic Travel (3) to Cape Town
Item:	Lodging
Year:	2012
Amount:	R4 000 at R400/person/night
Motivation:	5 nights of lodging for 2 researchers
Category:	Domestic Travel (3) to Cape Town
Item:	Food allowance
Year:	2012
Amount:	R2 000 at R200/person/day
Motivation:	To cover the cost of meals for 2 researchers while in Cape Town
Category:	Conference Attendance (national)
Item:	Flight ticket to South African City
Year:	2013
Amount:	R3 000
Motivation:	This conference would enable the researcher to provide feedback to colleagues and professionals about what affect award-winning buildings are actually having on the communities.
Category:	Conference Attendance (national)
Item:	Conference Registration fees
Year:	2013
Amount:	R2 000
Motivation:	To cover the cost of registration fees for the conference.
Category:	Conference Attendance (national)
Item:	Rental car
Year:	2013
Amount:	R1 500 at R300/day for 5 days
Motivation:	To have transportation while at national conference
Category:	Conference Attendance (national)
Item:	Petrol
Year:	2013
Amount:	R500
Motivation:	To cover cost of petrol in rental car
Category:	Conference Attendance (national)

Item:	Lodging
Year:	2013
Amount:	R3 500 at R700/night for 5 nights
Motivation:	To cover the costs of lodging while at national conference
Category:	Conference Attendance (national)
Item:	Food allowance
Year:	2013
Amount:	R1 000 at R200/day for 5 days
Motivation:	To cover the costs of meals while at national conference
Category:	Conference Attendance (International)
Item:	Flight ticket to the United States for EDRA (Environmental Design and Research Association) conference
Year:	2012
Amount:	R14 000
Motivation:	This conference is the ideal venue to present the findings of Activities 1 and 2. Again, links would be made between South African and international experts to share knowledge and information. The EDRA Conference is also the ideal venue to reconnect with my research colleagues from the Healthy Environment Partnership in anticipation of future research activities.
Category:	Conference Attendance (International)
Item:	Conference Registration fees (which mandate EDRA membership)
Year:	2012
Amount:	R5 000
Motivation:	To cover the costs of the conference registration
Category:	Conference Attendance (International)
Item:	Lodging while at conference
Year:	2012
Amount:	R5 000 at R1000/night for 5 nights
Motivation:	5 nights lodging while at EDRA conference
Category:	Conference Attendance (International)
Item:	Meal allowance
Year:	2012
Amount:	R1 750 at R350/day for 5 days
Motivation:	To cover the costs of food while abroad
Category:	Conference Attendance (International)
Item:	Rental car
Year:	2012
Amount:	R1 500 at R300/day for 5 days
Motivation:	To have transportation while at EDRA conference
Category:	Conference Attendance (International)
Item:	Petrol
Year:	2012
Amount:	R500
Motivation:	To purchase petrol for rental car

Activity 3	Investigate the spatial characteristics of Bloemfontein since the establishment of the city
Category:	Conference Attendance (national)
Item:	Flight ticket to South African City
Year:	2012
Amount:	R3 000
Motivation:	Disseminate research findings from analysis of Bloemfontein to the South African audience. Strengthen the network of space syntax researchers and expose other academics to the usefulness of the analytical techniques for urban design, research, and teaching.
Category:	Conference Attendance (national)
Item:	Conference Registration fees
Year:	2012
Amount:	R2 000
Motivation:	To cover the cost of registration fees for the conference.
Category:	Conference Attendance (national)
Item:	Rental car
Year:	2012
Amount:	R1 500 at R300/day for 5 days
Motivation:	To have transportation while at national conference
Category:	Conference Attendance (national)
Item:	Petrol
Year:	2012
Amount:	R500
Motivation:	To cover cost of petrol in rental car
Category:	Conference Attendance (national)
Item:	Lodging
Year:	2012
Amount:	R3 500 at R700/night for 5 nights
Motivation:	To cover the costs of lodging while at national conference
Category:	Conference Attendance (national)
Item:	Food allowance
Year:	2012
Amount:	R1 000 at R200/day for 5 days
Motivation:	To cover the costs of meals while at national conference
Category:	Conference Attendance (International)
Item:	Flight ticket abroad for International Space Syntax conference
Year:	2013
Amount:	R12 000
Motivation:	Much space syntax research has been done in the United States and Europe, but very little has been completed in South Africa. In addition to

	presenting at a national conference, the researcher would represent South Africa at the international conference and spread awareness of issues particular to the South African context.
Category:	Conference Attendance (International)
Item:	Conference Registration fees
Year:	2013
Amount:	R2 500
Motivation:	To cover the costs of the conference registration
Category:	Conference Attendance (International)
Item:	Lodging while at conference
Year:	2013
Amount:	R5 000 at R1 000/night for 5 nights
Motivation:	5 nights lodging while at Space Syntax conference
Category:	Conference Attendance (International)
Item:	Meal allowance
Year:	2013
Amount:	R1 750 at R350/day for 5 days
Motivation:	To cover the costs of food while abroad
Category:	Conference Attendance (International)
Item:	Rental car
Year:	2013
Amount:	R1 500 at R300/day for 5 days
Motivation:	To have transportation while at Space Syntax conference
Category:	Conference Attendance (International)
Item:	Petrol
Year:	2013
Amount:	R500
Motivation:	To purchase petrol for rental car
Activity 4	Examine architecture student's perceptions while generating design solutions in low-income neighborhoods
Category:	Visiting Professor
Item:	Plane ticket for visiting professor from the Manhattan Kansas, United States
Year:	2013
Amount:	R12 000
Motivation:	An international expert (Professor David Seamon) in the theory, teaching, and application of phenomenological techniques in design will be able to offer special training and assistance for this project. This would enhance the research capacity of the researcher, assistants, and institution. The Department of Architecture at the University of the Free State has become one of the top-rated schools, and the only unconditionally RIBA accredited Department of Architecture in South Africa by establishing their focus in

	architectural phenomenology over the past 15 years. Professor Seamon will also help train all the lecturers in applying more advanced techniques in their teaching as part of the research project and introduce the Department to the international community as a result of this research. Anticipated stay in South Africa: 3 months
Category:	Visiting Professor
Item:	Lodging for professor at a guest house
Year:	2013
Amount:	R31 500 at R350/day for 90 days
Motivation:	To provide meals and lodging for visiting professor
Category:	Visiting Professor
Item:	Rental car
Year:	2013
Amount:	R27 000 at R300/day for 90 days
Motivation:	To provide the visiting professor with transportation while in Bloemfontein
Category:	Visiting Professor
Item:	Petrol
Year:	2013
Amount:	R2 400
Motivation:	To provide petrol for the rental car
Category:	Visiting Professor
Item:	Stipend
Year:	2013
Amount:	R30 000
Motivation:	To provide incentive for the visiting professor to spend 3 months in Bloemfontein
Category:	Research Equipment
Item:	Videocameras
Year:	2013
Amount:	R5 000
Motivation:	To enable students to explore their own perceptions by recording their impressions of a range of neighborhood types (low-income; medium; high income urban settings) in and around Bloemfontein.
Category:	Conference Attendance (national)
Item:	Flight ticket to South African City
Year:	2013
Amount:	R3 000
Motivation:	To share the findings of this research project with the South African audience. Begin to raise awareness around issues of perceptions, design, and education. To present an empirical study of conceptual ideas that the researcher has previously proposed at the MADE Conferene at the University of North Carolina, Charlotte as critical phenomonological techniques.
Category:	Conference Attendance (national)

Item:	Conference Registration fees
Year:	2013
Amount:	R2 000
Motivation:	To cover the cost of registration fees for the conference.
Category:	Conference Attendance (national)
Item:	Rental car
Year:	2013
Amount:	R1 500 at R300/day for 5 days
Motivation:	To have transportation while at national conference
Category:	Conference Attendance (national)
Item:	Petrol
Year:	2013
Amount:	R500
Motivation:	To cover cost of petrol in rental car
Category:	Conference Attendance (national)
Item:	Lodging
Year:	2013
Amount:	R3 500 at R700/night for 5 nights
Motivation:	To cover the costs of lodging while at national conference
Category:	Conference Attendance (national)
Item:	Food allowance
Year:	2013
Amount:	R1 000 at R200/dayfor 5 days
Motivation:	To cover the costs of meals while at national conference
Activity 5	Conduct survey of low-income residents in Bloemfontein
Category:	Research Assistance
Item:	Survey Design Expert
Year:	2013
Amount:	R10 000
Motivation:	To assist in constructing the survey that will be used in examining low income resident's perceptions and quality of life related to the built environment in Bloemfontein. The survey developed during activity 1 during the tenure of Professor Robert W. Marans will be adapted for this purpose.
Category:	Research Assistance
Item:	Statistician
Year:	2013
Amount:	R20 000
Motivation:	The analysis that will be conducted on the survey data sets is complex analysis and requires the skills of a statistician.
Category:	Domestic Travel

Item:	Petrol
Year:	2013
Amount:	R2 000
Motivation:	To reimburse research assistants for the petrol used in the completion of this project
Category:	Conference Attendance 1 (national)
Item:	Flight ticket to South African City
Year:	2013
Amount:	R3 000
Motivation:	To disseminate the progress with this project to a South African audience. To spread awareness of the importance of participatory research in low-income urban communities. In addition, to receive feedback about the progress of the research.
Category:	Conference Attendance (national)
Item:	Conference Registration fees
Year:	2013
Amount:	R2 000
Motivation:	To cover the cost of registration fees for the conference.
Category:	Conference Attendance (national)
Item:	Rental car
Year:	2013
Amount:	R1 500 at R300/day for 5 days
Motivation:	To have transportation while at national conference
Category:	Conference Attendance (national)
Item:	Petrol
Year:	2013
Amount:	R500
Motivation:	To cover cost of petrol in rental car
Category:	Conference Attendance (national)
Item:	Lodging
Year:	2013
Amount:	R3 500 at R700/night for 5 nights
Motivation:	To cover the costs of lodging while at national conference
Category:	Conference Attendance (national)
Item:	Food allowance
Year:	2013
Amount:	R1 000 at R200/day for 5 days
Motivation:	To cover the costs of meals while at national conference

Financial Summary: Operating Costs			
Financial Capture per year	2011	2012	2013
Research equipment	R10 000	R15 000	R5 000
Research Materials and Supplies			
International Conferences (Travel and	R17 400	R27 750	R23 250

Subsistence)			
Research/Technical Assistance and Lecture Replacement:	R16 000	R20 000	R30 000
Local Conferences/Seminars/Workshops (Travel and Subsistence)	R23 000	R23 000	R23 000
Sabbatical/Study Visits	R68 760		
Visiting Professor		R102 900	R102 900
Domestic Travel		R34 400	R2 000
Total per year	R135 160	R223 050	R186 150

FINANCIALS: OTHER SOURCES

Source:	The applicant has \$1400 (R9800) available from a research assistantship stipend to cover a one month stipend for a research assistant in Ann Arbor, Michigan. The student will be contracted to create objective environmental measures for the 2008 survey data of the Healthy Environment Project. This data will be used in activity 1.
Year:	2012
Amount:	R9 800
Nature of contribution:	Previously acquired funding at the University of Michigan

STUDENT SUPPORT

Type	Staff Development Grant, Master's level
Year:	2011
Number:	1
Total Amount:	R25 000
Motivation:	To provide assistance to a colleague who will be pursuing his master's degree through participation in this project
Type	Staff Development Grant, Master's level
Year:	2012
Number:	1
Total Amount:	R25 000
Motivation:	To provide assistance to a colleague who will be pursuing his master's degree through participation in this project
Type	Staff Development Grant, Master's level
Year:	2013
Number:	1
Total Amount:	R25 000
Motivation:	To provide assistance to a colleague who will be pursuing his master's degree through participation in this project
Type	Postgraduate Bursary, Masters full-time
Year:	2012
Number:	1
Total Amount:	R40 000
Motivation:	To provide financial assistance for a master's student who will be working on her master's degree through her participation in this research.

Type	Postgraduate Bursary, Masters full-time
Year:	2013
Number:	1
Total Amount:	R40 000
Motivation:	To provide financial assistance for a master's student who will be working on her master's degree through her participation in this research.
Type	Student Assistantship
Year:	2011
Number:	1
Total Amount:	R10 000
Motivation:	To hire a geography honours student for the last 6 months of 2011 to assist in data analysis.
Type	Student Assistantship
Year:	2012
Number:	1
Total Amount:	R10 000
Motivation:	To hire a geography honours student for the first 6 months of 2012 to assist in data analysis.

FINANCIAL SUMMARY:STUDENT SUPPORT			
Financial Student Support per year	2011	2012	2013
Student Assistantship	R10 000	R10 000	
Master and Doctoral		R40 000	R40 000
Staff Development Grants	R25 000	R25 000	R25 000
Total per year	35 000	75 000	65 000