

Overhead, etc -
not for undergrads

Guidelines for the **Budget** section of the Proposal

The purpose of the **Budget** is to give your reviewers a basic idea of the costs involved in carrying out your research or service project. You only need to give a *reasonable estimate* of the costs.

↑ considered standard
for new pc from NSF
- can always deny

There are three main categories of costs to consider.

- **Equipment & Materials:** This would include such items as computers, software, audio and video players, books, etc.
- **Travel & Living Expenses**
- **Personnel:** This would include any specialized consultants you might need (e.g., a graduate student or post-doc with expertise in statistics to help analyze data)

living expenses
for summer
rent, food,
basic transport
↑
would be
acceptable
"stepend"

Your proposal doesn't have to include elements from all three categories, of course—that's for you to decide. However, do include the name of each category, and if you're not requesting funds for one or more of them, just put "no funds requested".

Under each category, list the main items that will be included in your budget, along with an *estimated cost*. (You can add a category of "Miscellaneous Costs", if you want, to cover various small items and unanticipated expenses.)

For personnel, identify the area(s) of expertise and estimate both the hourly rate and the number of hours each consultant would be needed. For example:

1 Statistician (graduate student)	10 hours x \$40/hr	\$400
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keep < 5%

include even if
no funds
- can explain
from established lab

Present the Budget in the form of a table. **Introduce the Budget section of the proposal with a brief overview/summary of the kinds of costs involved.** Then present the table. You could add a paragraph after the table that explains or justifies any unusual or particularly expensive item. If you think it's reasonable to assume that certain equipment or materials would be donated (e.g. from a university or from a corporation that has a vested interest in the project), mention that.

Since this is only intended as an approximation, keep the budget as simple and straightforward as possible. What I'm looking for is a well-organized table, reasonable estimates of the costs, and a brief, clear explanation of the overall costs.

Use a few paragraphs to introduce budget
/sentences

"Budget shown in
table 1"

Creating a Budget for a Service Proposal: An exercise

Service Proposal Scenario

Imagine that you are proposing a service project to be carried out in Mwanza, Tanzania. Mwanza is a city of 450,000, located on the east coast of Africa. It has a growing seafood and fisheries industry, as well as a growing number of very small-scale manufacturing, cottage industry, and retail businesses. You have identified a need for owners of small businesses to acquire and use computers to maintain business and financial records, and for internet promotion and email communication. You're proposing a 10-week pilot project, to provide basic computer and printing equipment, as well as software, and to provide instruction in the use of basic word-processing, database, internet search, and email programs. You are planning to target 10 owners of small businesses (≤ 10 employees). Assume that you have already obtained a commitment from Dell and HP to donate 10 laptop computers and printers, and from Staples to provide 10 boxes of printer paper (12 pkgs paper/box). (These companies have also agreed to pay shipping costs.) Assume that you will be assembling and distributing a "course packet", at a cost of \$25 per packet.

Outline a basic budget for this project.

Course packet
airfare \$2586
per diem
lodging \$135
meals + incidental \$52

\$187

apartment - not hotel
- don't want to look too over expensive

also target a cost

*internet connection
where holding class

) these grow expensive
fact

not as
expensive
trying to
figure out
issues

travel within country

buying genuine software

Sample Budget for Research Proposal on Mississippi River Pollution

III. Project Budget

The total projected costs for this project are \$5220. As shown in Table 1, the main costs are for transportation and living expenses. The Iowa Department of Natural Resources (DNR) has agreed to provide a small boat and fuel for ten weeks. The University of Iowa is donating laboratory services for analysis of 120 sets of water samples (20 sets of samples per week). The computer will be used to record and analyze data and the camera will be used to support documentation of potential sources of pollution along the river.

Table 1. Budget for Mississippi River Pollution Research Project

CATEGORY	AMOUNT	TOTAL
Transportation		
Airfare	\$500	
Car rental & gas	\$1000	
Boat rental & gas	\$Donation	
Living Expenses	\$1500	
Subtotal		\$3000
Materials & Equipment		
Laptop Computer	\$1700	
Digital Camera	\$120	
10 doz test tubes	\$250	
Lab notebooks	\$50	
Misc	\$100	
Subtotal		\$2220
Personnel/Consulting Services		
Laboratory analyses	≠Donation	
TOTAL PROJECTED COSTS		\$5220

*break down more
very low for*

Creating a budget for a Research Proposal: An exercise

Research Proposal Scenario:

The Mississippi River is one of the most important waterways in the U.S.—important for transporting coal and grain, supplying water to towns and cities, and providing a source of recreation (e.g., fishing, boating, and swimming). The river is under increasing threat from pollution, most likely from farm chemical run-off (e.g., fertilizers, insecticides, and animal waste) and industrial pollutants. However, the main sources of pollutants have not been systematically investigated; consequently, state and federal government agencies have not been able to undertake measures to control or reverse the pollution problems.

Imagine that you're proposing a summer (10-week) research project to study pollution in a 20-mile stretch of the river along the northern Iowa/Illinois border. Sitting at the northern edge of this stretch of the river is a small industrial city (population: 100,000). To its south are located a few small towns and many farms.

You are proposing to identify the main sources of pollution along this stretch of the river. Your study will involve the collection of water samples (e.g., 1 sample/mile, once each week for 8 weeks). Water sample analyses will be conducted free of charge at the University of Iowa, under an agreement with the State of Iowa Department of Natural Resources (DNR). The DNR has also agreed to provide you with a small boat and fuel.

Your goal is to provide a detailed report on the sources of pollution along this segment of the river.

Outline a basic budget for this project.

first thought \$100,000
- maybe just you \$50,000

living expenses - hotel
- internet connection
- Food) per item
- health insurance

car transportation - car, fuel

travel to Iowa

\$75 night lodging
\$39 meals + entertainment 29% of 1st last day

* So for personal / living expenses

- just fee per diem
- could ask for health insurance if not covered
- prob not want add. stipend

\$500 flight

\$ So $\$144 \cdot 10 \cdot 7 = 10,080$

- maybe

Water collection equipment

Car rental not inc in per diem