

PPSRS BUDGET FORM INSTRUCTIONS

NOTE: If you have a group project and plan to submit your final complete application as a PDF, use WORD doc to create each budget and then convert to PDF.

- 1) Save form to your computer.
- 2) Open the saved form from your harddrive.
- 3) Enter student's name. For group projects, please complete a budget form for EACH student – this may require dividing the materials/supplies between the students.
- 4) STIPEND BOX
 - a. Under "Hours" enter the ESTIMATED number of hours you expect to work in the summer while NOT taking classes (if you are taking any classes during the summer, you cannot be paid for the period for which you are taking classes).
 - b. Under "Rate," enter the HOURLY salary you will be paid. Enter the number as X.XX. NOTE: This MUST be decided by or approved by your mentor. If there is a standard departmental rate, this is the rate that should be used. Most students get paid between \$7.50-\$10 per hour.
 - c. Please note that no more than \$600 may be budgeted for Summer (only) salary, not including fringe benefits..
- 5) FRINGE RATE = 7.65 percent:

Fringe benefits are various non-wage compensations provided to employees in addition to their normal wages or salaries. This includes things like: FICA (Social Security and Medicare), unemployment, insurance for workplace accidents (worker's comp), etc. This is something that is added on to every job that you will ever have but it is not something you generally are aware of, until you get things like health insurance, vacations, sick leave, and retirement. When you are taking classes, the only cost is worker's comp. Payment of fringe benefits is not optional and is set by USG and the State of Georgia.
- 6) MATERIALS/SUPPLIES: Enter the estimated total of materials and supplies you will need for your project under the subtotal column as X.XX. List each item in the BUDGET JUSTIFICATION section with estimated cost. Please review the "approved expenses" list in Section V of the Guidebook.
- 7) TRAVEL: Enter the estimated total for travel expenses under the subtotal column as X.XX. Itemize the travel expenses in the BUDGET JUSTIFICATION section.
- 8) TOTAL:

What if the TOTAL is greater than \$2000? The maximum grant is \$2000. If your total is over \$2000 by a few hundred or more, then you need to explain in the BUDGET JUSTIFICATION section where you will get the rest of the money or who will cover the additional expenses (see the example below). Be sure to complete #9. If your total is over by just a few dollars/cents, complete #9 but you do not need to explain the difference.
- 9) AMOUNT REQUESTED: In this box, enter the total you are requesting. This could be the same amount as in the TOTAL box (if less than \$2000) OR \$2000. Do NOT put more than \$2000 and do NOT put a number higher than what is in the TOTAL box. If this number differs from the TOTAL box (see #8, WHAT IF), you need to explain who will cover the difference in the BUDGET JUSTIFICATION section.
- 10) BUDGET JUSTIFICATION [**Very important section, so be detailed and thorough**]:
 - a. Student salary: at minimum, this section should indicate how many hours per week and how many weeks the student will be working and at what hourly rate. Additional information may be included if clarifications are needed.
 - b. Materials/Supplies: this section should list each item to be purchased, quantity, and the estimated cost.
 - c. Travel:
 - i. Domestic: estimates should include transportation costs (standard rates for personal vehicles or ticket estimates from recognized travel sites), lodging, food (standard USG rates for in-state and out-of-state), registration costs, local transportation, etc.

- ii. Foreign: include flight estimates from recognized travel sites, lodging estimates, food (standardized USG rates are available based on country), registration costs, local transportation, etc.

NOTE ON BUDGETS: It is understood that budgets are estimates and that changes can occur (and are expected to occur) during research. Research mentors have the authority to approve/disapprove changes within the Coverdell Scholar grant without contacting the program administrator as long as the change is in keeping with the framework of the Coverdell Chair PPSRS approved project and does not exceed the funds awarded. All equipment and travel expenses are on a reimbursable basis with proper official invoices and receipts in line with USG requirements and guidelines.

Example Budget Form

PPSRS BUDGET FORM			
Student's Name: <u>Jane Doe</u>			
Double-click on table to enter data			
Student stipend	Hours Estimated number of hours student will work	Rate Enter the hourly wage	Subtotal
Research hours during Summer when NOT enrolled in classes	75	\$7.50	\$562.50
Fringe: Student stipend * student fringe rate (What is fringe? See budget instructions or guidebook)			
Summer NOT enrolled in classes	\$562.50	7.65%	\$43.03
Materials/Supplies Enter sub-total from below:			\$575.00
Travel Enter sub-total from below:			\$1,003.00
TOTAL:			\$2,183.53
Amount requested for PPSRS award:			\$1,605.53*

Budget Justification

Student Salary: Indicate estimated number of student research hours per week and hourly rate separated by semesters when student is enrolled in classes or not enrolled in classes (generally fall or spring vs summer semesters).

Student salary over the summer: 15 hours per week for 5 weeks at \$7.50 per hour

Materials/Supplies: Indicate items, quantity, and estimated price. *Be sure to include taxes on all purchases.*
 Special gadget (2 @ \$70 each): \$435
 Mailing/shipping of questionnaires: \$25
 Printing costs for questionnaires, flyers, posters: \$65
 Research Conference poster printing: \$50
 TOTAL = \$575 (~\$500 in expenses will be covered through the Coverdell Chair PPSRS award; additional costs will be covered by mentor)

Travel: Indicate location, purpose of travel, estimate itemized costs (transportation, lodging, registration, etc).
 21st annual conference of the specialists association in San Francisco, CA
 Airfare (roundtrip): \$450 (from Expedia, Orbitz, Delta, etc)
 Lodging: \$125/night (incl tax) for 3 nights @ [name of hotel] = \$375
 Meals: \$32/day for 4 days = \$128
 Taxis (to and from airport) = \$50
 TOTAL: \$1003 (~\$500 will be used toward travel from the Coverdell Chair PPSRS program; student will seek additional funds from department or will cover expenses out-of-pocket)

*NOTE: Expenses beyond the \$1,605.53 award will be covered by mentor (for Material/supplies) and by student (travel).

[Note: Coverdell Chair PPSRS program materials have been adapted directly from the University of South Carolina's Magellan Scholars program with the expressed approval of their Office of Undergraduate Research, University of South Carolina.]