

ARTS & HUMANITIES INITIATIVE (AHI) BUDGET GUIDELINES

Standard, Major Project, and Major Conference Grants

Enter budget items, costs and justification in the appropriate areas of the electronic application form. Be as specific as possible, listing each travel site, each piece of equipment, services, supplies, etc. Explain why the requested item is essential for the proposed work. Justification for each budget item should answer the question: "Why is this specific person/item necessary for the proposed project?" Note: a description of the person/item is not a justification.

AHI Standard Grant

Award Amount: up to \$7,500

1. Budget requests are for a 12-month period. Amounts requested are negotiable and awards may reflect a budget lower than that originally requested.
2. Funding for personnel outside the UI is not allowed.
3. If summer salary is requested, it must be well justified and [fringe benefits](#) must be charged to the award and not to the college. *Justification must clearly explain why summer salary is essential to the proposed work.*
4. Salary for graduate research assistants, P&S staff, etc., is allowed. If you are requesting graduate student stipend, you must also include [graduate student tuition](#). Fringe benefits must be charged to the award and not to the college.

Allowable categories:

1. PI/PD/Collaborator(s) Salary
2. Other Salary (Includes P&S staff, and/or graduate student stipend plus tuition.)
3. Equipment (General purpose equipment [mobile phones, laptops, etc.,] are **not** eligible budget items.)
4. Supplies (Includes copying costs, art/photographic materials, etc.)
5. Related Services (Amount requested for services performed by non-academic units.)
6. Travel (Domestic or international travel expenses are eligible only when the travel is required to conduct the research. Travel to attend conferences, present findings, or perform or exhibit completed work is not allowed.)
7. Other (Amount for costs not covered in other budget categories.)

AHI Major Project Grant

Award Amount: up to \$30,000

1. Budget requests are for a 12-month period. Amounts requested are negotiable and awards may reflect a budget lower than that originally requested.
2. Funding for personnel outside the University of Iowa is not allowed.
3. Salary for the PI/PD and PI/PD eligible personnel is not allowed.
4. Student/staff salary (graduate student stipend and tuition, P&S staff, etc.). **Compensation in this category shall not exceed a total of \$25K.** [Fringe benefits](#) must be charged to the award and not to the college.
5. If you are requesting graduate student stipend, you must also include [graduate student tuition](#).

Allowable categories:

1. Student/Staff Salary (Includes P&S staff, and/or graduate student stipend plus tuition.)
Compensation in this category shall not exceed a total of \$25K.
2. Equipment (General purpose equipment [mobile phones, laptops, etc.,] are not eligible budget items.)
3. Supplies (Amount requested for research supplies, such as purchase of CDs, books, etc. Specify all major categories.)
4. Related Services (Amount requested for services performed by non-academic units.)
5. Travel (Domestic or international travel expenses are eligible only when the travel is required to conduct the research. Travel to attend conferences, present findings, or perform or exhibit completed work is not allowed.)
6. Other (Amount for costs not covered in other budget categories.)

AHI Major Conference Grant

Award Amount: up to \$10,000

1. Budget requests are for a 12-month period. Amounts requested are negotiable and awards may reflect a budget lower than that originally requested.
2. Funding for personnel outside the University of Iowa is not allowed.
3. Conference project directors are not eligible to receive compensation.
4. Salary for graduate research assistants, P&S staff, etc., is allowed. **Combined expenses for all salary (graduate student stipend, P&S staff, etc.) compensation in this category shall not exceed a total of \$5K.**

Allowable categories:

1. Student/Staff Salary (Includes salary for P&S staff, graduate student stipend and/or speaker honoraria. **Compensation in this category shall not exceed a total of \$5K.** Conference project directors are not eligible to receive compensation.)
2. Supplies (Includes costs for copying, printing, advertising, etc.)
3. Related Services (Amount requested for services performed by non-academic units.)
4. Travel (Includes travel costs for keynote speakers.)
5. Other (Amount for costs not covered in other budget categories.)