

SAMPLE BUDGET: AHI STANDARD GRANT

Award Amount: up to \$7,500

INSTRUCTIONS: Download this budget form to your computer and enter the information. Upload completed form where indicated on the electronic application form.

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](#).

Enter budget items, costs and justification in the appropriate areas of the 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.

CATEGORIES	AMOUNT REQUESTED	JUSTIFICATION (Describe Why Funds For Each Item/Category Are Necessary)
PI/PD/Collaborator(s) Salary (Justification for summer salary must clearly explain why it is essential to the proposed work.)		
Other Salary (Includes P&S staff, and/or graduate student stipend plus tuition)		
Equipment (General purpose equipment (mobile phones, laptops, etc.) are not eligible budget items.)		
Supplies (Includes copying costs, art/photographic materials, etc.)	\$150	The budget includes an allotment of \$150 to cover the cost of copying within each of the archives. To minimize costs as much as possible, I will take photos of some of archival materials and will only request copies of documents that I am either unable to photograph (per archival rules) or for which I need better quality copies.
Related Services (Amount requested for services performed by non-academic units.)	\$1,200	The budget includes transcription of 20 interviews with media industry professionals, each lasting approximately 60 minutes. I plan to use Rev.com for transcription services for charges \$1/minute of audio. 20 interviews X 60 minutes = \$1200
Travel (Domestic or international travel expenses are eligible only when the travel is required to conduct the research. Travel to attend conferences or present findings is not allowed.)	\$5525	The travel budget for this project is separated into three categories representing the three different archival trips in New York, Los Angeles (also will include media industry worker interviews), and Detroit. New York Airfare: \$500 Ground/Public Transport: \$75 Hotel for five nights: \$1,000 Food for five days: \$400

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		<p>Los Angeles Airfare: \$500 Rental Car for five days: \$200 Parking and gas: \$150 Hotel for five nights: \$1250 Food for five days: \$400</p> <p>Detroit Airfare: \$400 Food for five days: \$400 Rental Car for five days: \$200 Parking and gas: \$50 I will cut costs by staying with relatives rather than at a hotel</p>
Other (Amount for costs not covered in other budget categories.)		
TOTAL REQUESTED:	\$6875.00	

SAMPLE BUDGET: MAJOR CONFERENCE GRANT

Award Amount: up to \$10,000

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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.

Enter budget items, costs and justification in the appropriate areas of the form. Be as specific as possible, listing each travel site, 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 that a description of the person/item is not a justification.

Categories	Amount Requested	Justification (Describe why funds for each item/category are necessary)
<p>Student/Staff Salary (Includes salary for P&S staff, graduate student stipend plus tuition and/or speaker honoraria. The amount in this category shall not exceed a total of \$5K. Conference project directors are not eligible to receive compensation.)</p> <p>List of speakers (included in this list are additional and alternative speakers that might be supported by other funding sources):</p> <ol style="list-style-type: none"> 1. [REDACTED] (Northwestern U.) 2. [REDACTED] (Northwestern U.) 3. [REDACTED] (Graduate Center, CUNY) 4. [REDACTED] (University of Idaho) 5. [REDACTED] (Texas A&M University) 6. [REDACTED] (University of Bamberg, [Bamberg, Germany]) 7. [REDACTED] (Technical University of Dortmund [Dortmund, Germany]) 8. [REDACTED] (Lehigh University) 9. [REDACTED] (Western Sydney University, [Sydney, Australia]) 10. [REDACTED] (Southern Illinois University-Edwardsville) 	<p>\$5000.00</p>	<p>(\$1,000.00 honorarium per speaker x 5 symposium speakers)</p> <p>The offer of honoraria will enable the symposium organizers to invite five of the most distinguished scholars in Walt Whitman Studies—including those currently working in such areas as digital humanities and environmental and book studies—and will ensure a diverse body of speakers for the symposium events. These speakers have been selected because of their ability and experience in working with students at the graduate and undergraduate levels; their interactions with University of Iowa students will be significant and productive learning opportunities. These scholars were also chosen because of their innovative work on Whitman’s literary career, his publishing activities, and his bookmaking skills. Their scholarship will resonate powerfully with the University of Iowa Library’s gallery exhibit showcasing the material (books, newspapers, manuscripts, and ephemera) holdings of Special Collections at the University of Iowa Libraries. Because the Bicentennial of Whitman’s birth means that events will happen across the country, honoraria will also provide an incentive for distinguished scholars to choose this event from among the many invitations they will receive in 2019.</p>
<p>Supplies (Includes costs for copying, printing, advertising, etc.)</p>	<p>None**</p>	<p>See Explanation Below Table</p>
<p>Related Services (Amount requested for services performed by non-academic units.)</p>	<p>None**</p>	<p>See Explanation Below Table</p>

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<p>Travel (Includes travel costs for keynote speakers.)</p>	<p>\$3,500.00</p>	<p>(\$700.00 airfare per speaker x 5 symposium speakers)</p> <p>These travel funds will cover the cost of airfare for the five distinguished scholars who will serve as speakers for the symposium events. The funds will ensure guest speakers across the nation and, potentially, around the world could attend. International speakers would be traveling to the University of Iowa as part of already planned trips to the United States, which would reduce travel costs while still allowing for a diverse program of speakers from a variety of regions and geographic locations. To ensure the best use of travel funds, the symposium will include a mix of regional and national/international speakers, to balance less costly regional travel (speakers close to the University of Iowa) with the higher cost of national air travel (speakers farther away from the University of Iowa).</p>
<p>Other (Amount for costs not covered in other budget categories.)</p>	<p>\$1500.00</p>	<p>Funds requested for accommodations (hotel expenses) for symposium speakers:</p> <p>Hotel in downtown Iowa City, IA for 2 nights (\$300.00) per speaker x 5 symposium speakers.</p> <p>These calculations are estimates based on room rates in hotels located in downtown Iowa City, IA, booked through Expedia.com in mid-June for a 2-night stay at the regular, non-governmental room rate. Rates posted as of September 15, 2018, are:</p> <p>Hilton Garden Inn (Iowa City, IA) (\$127/night + taxes and fees)</p> <p>Graduate Hotel (Iowa City, IA) (\$102-105/night + taxes and fees)</p> <p>Other, comparable rates:</p> <p>Iowa House Hotel (Iowa City, IA) (\$115/night)</p> <p>Hampton Inn (Iowa City, IA) (\$124/night)</p>
<p>TOTAL REQUESTED:</p>		<p>\$10,000.00</p>

** Notes: The symposium organizers will seek funding from a variety of sources and partners, including academic departments, University of Iowa centers and institutes, and from Roy J. Carver funds for other expenses not specifically requested as part of the AHI budget above, including advertising and publicity costs and the design and printing of the symposium program, for example.

SAMPLE BUDGET: MAJOR PROJECT GRANT

Award Amount: up to \$30,000

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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](#).

Enter budget items, costs and justification in the appropriate areas of the 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 that a description of the person/item is not a justification.

Categories	Amount Requested	Justification (Describe why funds for each item/category requested are necessary)
Student/Staff Salary (Includes P&S staff, and/or graduate student stipend plus tuition.) The amount in this column may not exceed \$25,000.	\$250.00	Purchase of reports and maps concerning nature of forests and demographic and economic information on states visited in India. Some relevant research data is only available in book or paper form produced by government or non-governmental sources, and can only be purchased in India as they are not available through internet or other commercial sources.
Equipment (General purpose equipment [mobile phones, laptops, etc., are not eligible budget items].)	\$1200.00	Hiring of Research Assistant through Foundation for Ecological Security, Rajasthan. INR 1500/day = ~US\$ 20/day \$20 x 60 days = \$1200 A research assistant will be hired to accompany the research team while in India. The assistant’s primary responsibilities will be to serve as a translator for the local Mewari language while in Rajasthan. In addition, as a member of the Foundation for Ecological Security this assistant will be useful facilitating contact with local government and village leaders which are critical to accomplishing this research program.
Supplies (Amount requested for research supplies, such as purchase of CDs, books, etc. Specify all major categories.)	\$27,780	Three PI and Co-PI for project from UI will travel internationally to India to collect data for this project on two occasions (winter and summer 2019). In India, the team will fly from New Delhi to the two research sites in Rajasthan and Odisha during each research

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		<p>visit (6 flights in total). Other travel expenses include costs associated with accommodations, ground transportation (taxis/scooters) and food for the team members during a total 63 days of fieldwork (6 weeks in summer and 3 weeks in winter 2019).</p> <p>\$13,800 – Round trip airfare from CID to Delhi for 3 people for 2 trips each (\$2300 per trip for 3 people for 2 trips each) \$1200 – airfare within India (\$200 per trip for 3 people for 2 trips each) \$7200 –accommodation for three people (60 nights at ~\$40/night for 3 people) \$1800 – ground transportation (60 days at ~\$30/day) \$3780 – food (63 days at ~\$20/day for 3 people)</p>
Related Services (Amount requested for services performed by non-academic units.)	\$0.00	
Travel (Domestic or international travel expenses are eligible only when the travel is required to conduct the research. Travel to attend conferences or present findings is not allowed.)	\$0.00	
Other (Amount for costs not covered in other budget categories.)	\$0.00	
TOTAL REQUESTED:	\$29,230	