



OUR Student Research and Travel Grant Budget Guidelines

This document was created to help students put together their grant budget. Often students do not provide details which hurts their final review. Please review this document in detail. If you have any questions about this, do not hesitate to contact our office.

You may format the budget many ways but it must include:

- The items you are requesting
- The total cost for the item and if you are requesting more than one item in each line you must give a per item cost
- Vendor or supplier if applicable
- Justification for each line item you are requesting

Commonly Requested Items include:

- Reimbursement of travel costs to conduct research or creative activities
- Computer Programs or Software packages not already available to the students
- Supplies or materials needed for the project
- Equipment needed to perform the research or creative activity

Remember that OUR grants **cannot** include requests for:

- Salaries for any person working on the project
- Incentives for human subjects
- Food of any kind
- Materials that are already available to the student through other campus resources
- Poster printing
- Travel to present research (please see the Presentation Awards)

Notes on Requesting Travel Expenses:

- For travel by car- requests for reimbursement will be given \$0.445/mile traveled; this is inclusive of gas and miles on the car. Another option is to request a rental car and gas. Toll costs incurred during the drive may also be included.
- For other types of travel- requests can be made for airfare and hotel.
- Please keep in mind all requests should be as reasonable as possible.



Sample Budget

<i>Equipment</i>			
CEM Infrared Laser	\$167.35	Vendor: Metershack	Used for infrared spectroscopy of the samples to acquire sample characteristics without having to destroy the meteorite samples
<i>Supplies</i>			
120 L of Liquid Nitrogen	\$43.98	Vendor: N2 Group Delivery	Will be used to cryogenically freezes the meteorite samples to be able to measure the reaction of components within the meteorites and the sensitivity to a variety of temperatures
10 Meteorite Samples	\$150.00 (10 samples at \$15 each)	Vendor: Meteorite Supply and Resources	These samples will be the basis of the experiment and are needed as the current samples in the lab have already been analyzed using other methods and thus cannot be re-tested with our new method
<i>Travel</i>			
Round-trip mileage to the University of Florida	\$ 113.49 (255.04 total miles x \$0.445/mile)		Once we have tested the meteorites in the UCF lab we will travel to the University of Florida to measure and compare our samples with their current holdings
Total amount requested: \$474.82			