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|  | **Eagle SPUR Grant Proposal Budget Form** |

**This completed form must be saved and uploaded to the application as a MS Word (.docx or .doc) file.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Student’s Name** | Click or tap here to enter text. | | | **Student ID** | | Click or tap here to enter text. |
| **Student’s Email** | Click or tap here to enter text. | | |  | |  |
| **Mentor’s Name** | Click or tap here to enter text. | | | **Mentor’s Email** | | Click or tap here to enter text. |
|  |  | | |  | |  |
| **Project Title** | Click or tap here to enter text. | | | | | |
| **Project Period** | Choose an item. | **Year** | Click to enter text. | |  | |

**The allowable budget for a research or creative project is $1,000 (or up to $1,500 if travel funds are requested). Please note that any funds not used for the project will be returned to DCUR.**

Please provide a detailed, itemized list (do not aggregate individual items) of items to be purchased and their estimated cost. For materials and supplies, preliminary prices and sources should be included in the justification (check with your mentor about purchases that are allowable under state law).

**DCUR will not provide funds for:**

* Purchase of portable electronic devices (laptops, tablets, smartphones, etc.)
* Manuscript publication costs
* International travel
* Your mentor’s travel

It is expected that you will have investigated the possibility of sharing equipment, computer software, and books commonly available on campus; otherwise, you must explain their inclusion in your budget. If you are asking for a **stipend or travel reimbursement**, please explain the reason (why is compensation for your time and/or travel related to the project needed); you should be aware that a stipend may affect your financial aid package.

Note that requested travel funds must reflect your actual travel and lodging costs, and you must provide a link to the website for any conference, show, competition, exhibition, archive, or other project-related venue you plan to visit. You will be reimbursed according to the university's travel rules and regulations, but your reimbursement will be capped at no more than $1,500. Please note that you will be required to email to dcur@usm.edu your travel reimbursement voucher along with your final report.

**Research-related Activities:**

|  |  |  |
| --- | --- | --- |
| **Category** | **Items** | **Cost** |
| **Commodities** | Click or tap here to enter text. | Enter $ |
| **Equipment** | Click or tap here to enter text. | Enter $ |
| **Stipend** | Click or tap here to enter text. | Enter $ |
| **Other** | Click or tap here to enter text. | Enter $ |

**Project-related Domestic Travel:**

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| **Link to venue (required)** | Click here to enter text. |

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| **Category** | **Dates** | **Cost** |
| **Registration/Fees** | Click here to enter text. | Enter $ |
| **Lodging** | Click here to enter text. | Enter $ |
| **Mileage (personal vehicle)** | Click here to enter text. | Enter $ |
| **Transportation (public carrier)** | Click here to enter text. | Enter $ |
| **Transportation (taxi/Uber/Lyft)** | Click here to enter text. | Enter $ |
| **Transportation (rental car)** | Click here to enter text. | Enter $ |
| **Meals** | Click here to enter text. | Enter $ |
| **Other** | Click here to enter text. | Enter $ |

**Additional Funding (Must be filled out!)**

Although additional funding (also known as cost-sharing) is not a prerequisite for granting DCUR support, in order to broaden the impact of the available DCUR funds and benefit the maximum number of students, we must know what other sources of funding exist that can help bear the cost of your project. Please indicate whether you will receive any financial support from other entities and/or whether your mentor, program or School will provide financial assistance. If you are requesting travel funds, please indicate any cost-sharing plans (e.g. shared hotel rooms or travel by car, meals provided by conference, etc.).

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|  | **Yes/No/Pending** | **Total Amount** |
| **Do you have any cost-sharing?** | Yes/No/Pending | Enter $ |

**If you answered yes or pending above, list details below:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Yes/No/Pending** | **Amount** |
| **Mentor’s Grant** | | Yes/No/Pending | Enter $ |
| **Professional Society Travel/Research Grant** | | Yes/No/Pending | Enter $ |
| **McNair Program Grant** | | Yes/No/Pending | Enter $ |
| **Honors College Grant or Discovery Scholarship** | | Yes/No/Pending | Enter $ |
| **Other (list)** | Click here to enter text. | Yes/No/Pending | Enter $ |

If you answered yes or pending for cost-sharing, please explain briefly how any non-DCUR funding you list in the above grid will be used to support your project. Please also explain how you will cover any additional unmet costs, if applicable.

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| Click here to enter text. |