Anticipated Budget & Budget Narrative

*Anticipated Budge*t Directions: Please complete the charts on pages 2 and 3, listing your projected program expenses and all sources of financial support, respectively.

*Budget Narrative* Directions: A budget narrative should: (1) provide the selection committee with a comprehensive accounting of the rationales for your expected costs, and (2) explain how the costs associated with each budget category relate to the successful implementation of your proposed research plan. In short: the budget narrative must describe not only the identified costs, but also, their purpose and how each will assist with accomplishing your project’s objectives.

General Directions: All narratives should be written in such a way that someone unfamiliar with your project can understand the purpose, rationale, and calculation for each of the anticipated costs identified. Please limit your budget justification to a maximum of two single-spaced pages.

**Anticipated Budget: Expenses**

|  |  |
| --- | --- |
|  | **Expected Expenses** |
| **Travel**Itemize your estimated transportation and commuting expenses Relocation to Site* Air Transportation (i.e. CT to NY)
* Mileage (if using own car)

Daily Commute* Mileage (if using own car)
* Ground Transportation (shuttle, bus fare, metro/subway fare, etc.)

International Travel: * Ed Abroad Approval
* Health Insurance

Review [UConn’s international travel policies](https://global.uconn.edu/home-2/international-travel-information/) for further information. | **Relocation to Site****$****Daily Commute****$****International Travel****$** |
| **Living Expenses**Itemize your expected living expenses while conducting research. Housing* Rent ($ per month x number of months)
* Utilities ($ per month x number of months)

Food* $ per day x number of days
* For domestic travel, use GSA per diem estimates for your location: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>.
* For international travel, use Department of Defense per diem estimates for your location: <https://aoprals.state.gov/web920/per_diem.asp>.

Personal Care* Miscellaneous household/personal expenses
 | **Living Expenses**Rent: $Utilities: $Food: $Personal Care: $ |
| **Other (please describe)**Equipment, software, translation services, transcription services, etc. | **Other****$** |
| **Total Budget** (Sum of all Expected Expenses) | **$** |

**Anticipated Budget: Contributions**

|  |  |
| --- | --- |
|  | **Expected Contributions** |
| **HRI Stipend**The maximum awardable amount varies per project. However, budget requests should not exceed $5,000. | **Amount Requested:****$** |
| **Amount Requested from Other Sources*** Financial Aid
* Awards from External Organizations: If applicable, provide documentation for the source and amount of any external award(s).
 | **Source/Amount Awarded:** |
| **Self** | **Amount Provided:****$** |
| **Total Expected Contributions** (Sum of all Expected Contributions) | **$** |

**Budget Narrative**

(Reminder: The Budget Narrative is a detailed justification of how you arrived at your overall estimated expense, broken down by how and why each listed expense will help you meet your project’s goal(s).)

1. Travel – Total: $
2. Living Expenses – Total: $
3. Other – Total: $