**UWL INTERNATIONAL SCHOLARSHIP GRANT**

**BUDGET JUSTIFICATION TEMPLATE**

An itemized budget and budget justification must accompany each proposal as a single document. It should not exceed one page and should be uploaded as a PDF file. (You do not need to submit a UWL Internal Grant Budget Form.) The budget justification should help the reviewers understand the budget within the context and goals of the travel. For this fund, international travel is defined as travel outside the United States of America, its territories, and Canada. A maximum of $3,350 will be awarded per proposal. While the committee reserves the right to adjust budgets, it is important that proposers carefully assess their needs and ask for funds accordingly. Applicants must correlate budget items with references to such items in the proposal narrative. Applicants should note that items included in broad categories such as "miscellaneous" or "other" will not be considered by the committee for funding unless additional detail is provided in the budget justification. For lodging and meal per diem costs, use the [UW TravelWise Calculator](https://portal.sfs.wisconsin.edu/psc/sfs/EMPLOYEE/SFS/c/UW_EX_CUSTOM.UW_EX_PDCALC.GBL?&). If budgeting for a conference, use the conference hotel rate. For airfare costs, use [Concur](https://services.travelinc.com/ui/eprofile/cf/sso/adv/uwisc/index_concur.cfm). Provide an itemized budget by category (e.g., lodging, meal per diem, airfare) followed by a narrative explanation of the basis for those costs and information to help reviewers understand the budget within the context and goals of the travel. Add or delete lines from the table below as needed.

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| --- | --- |
| **Item** | **Cost** |
| Lodging | $## |
| Meal & incidental per diems | $## |
| Airfare (La Crosse, WI to *[indicate destination]*) | $## |
| Conference registration | $## |
| Ground transportation | $## |
| Total costs | $## |
| **Total ISG request** | **$##** |

International travel totaling $## is requested for travel from La Crosse, WI, to *[note destination(s)]* during *[indicate dates and/or total number of days travel will occur].* During this time, *[describe project activities to be conducted during travel – e.g., travel to access archive, collect data, collaborate, use lab facilities, present at a specific conference; indicate how travel will advance project objectives].* Requested funds include the following costs, estimated using the UW TravelWise and Concur websites:

* Lodging: ## nights at $## per night in *[note location(s)]*
* Meal & incidental per diems: ## days at $## per day for ## people in *[note location(s)]*
* Airfare: $## per person for ## people from La Crosse, WI to *[destination]*
* Conference registration: $## per person for ## people
* Ground transportation in *[destination(s)]*: $## per day for ## days for travel between/within *[destination(s)]*