

**Research, Service, and Educational Leadership (RSEL) – Mini Grant**

**PROJECT BUDGET SUMMARY & JUSTIFICATION**

|  |  |
| --- | --- |
| Title of project |  |
| Applicant(s) |  |
| Graduate faculty advisor |  | Department |  |
|  |
| SUPPLES & SERVICES |
|  |
|  | 1. Consumable supplies (itemize and justify succinctly)
 |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  | 1. Duplicating, postage, etc. (itemize and justify succinctly)
 |
|  |  | $ |  |
|  |  | $ |  |
|  | 1. Incentive payments (total incentives and per participant amounts must be described and justified)
 |
|  |  |  | $ |  |
|  |  |  | $ |  |
|  | 1. Other (describe, itemize, and justify succinctly)
 |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |
|  | *SUBTOTAL (supplies & services)* | $ |  |
|  |
| TRAVEL EXPENSES |
|  | 1. Transportation (describe arrangements and justify succinctly)
 |
|  |  | $ |  |
|  |  | $ |  |
|  | 1. Lodging (describe arrangements and justify succinctly)
 |
|  |  | $ |  |
|  |  | $ |  |
|  |
|  | *SUBTOTAL (travel expenses)* | $ |  |
|  |
|  |  |
|  | *SUBTOTAL (supplies & services)* | $ |  |
|  | *SUBTOTAL (travel expenses)* | $ |  |
|  |  |
|  | *TOTAL FUNDING REQUESTED (not to exceed $500)* | $ |  |
|  |  |
| FUNDING DISBURSEMENT REQUEST |
|  | *Please work with your graduate faculty advisor to determine the time period for dispersement of requested funds and indicate those requests below. Award amounts may be split between the two options below.* |
|  | * Portion of funding requested to be spent before mid-June
 | $ |  |  |
|  | * Portion of funding requested to be spent after July 1 (and before mid-June of following year)
 | $ |  |  |
|  |