**UWL FACULTY RESEARCH GRANT**

**BUDGET JUSTIFICATION TEMPLATE**

*General instructions:*

This document is a required template. The budget justification should not exceed two pages. A font size of 11 should be used, and line spacing of no less than 1.5. The document is your opportunity to not only explain the costs necessary for carrying out your project but also to justify and connect these costs to activities described in the narrative. Clearly explain what you need, why you need it, how you arrived at the numbers provided, and other resources you may be leveraging (e.g., existing equipment, departmental support). Delete the instructions in blue and modify and expand upon sample text to be applicable to your project. Sample text provides suggestions only and should only be used as starting points if applicable to your project. Delete any sections that are not applicable. Examples of successful proposals, including budget justifications, can be found on the Faculty Research Grant [webpage](https://www.uwlax.edu/grants/faculty-research-grants/). Some general best practices:

* Write for a general audience. The committee has faculty members from many disciplines but likely not anyone familiar with your field of study. Avoid needless technical jargon and explain any technical terms necessary to understand your project, considering the multidisciplinary audience who will review the grant.
* Be as concise and specific as possible.
* Carefully assess your project needs and ask for funds accordingly. Correlate budget items with references to such items in the proposal narrative.
* The budget justification should address how you calculated the requested funds *and* why the items requested are critical to advancing project objectives.
* **Sabbaticals:** If you are seeking funding for activities to be conducted during sabbatical leave, there are additional requirements. Note that UWL sabbatical policy caps total funding from all university grants to $10,000 for the fiscal year in which the sabbatical occurs, of which up to $4,000 can be living expenses (lodging and meals). Please see the [UWL Sabbatical Guidance website](https://www.uwlax.edu/academic-affairs/sabbatical-guidance/#tm-grants---other-awards-for-sabbatical-activities) for further information.

1. **Faculty Summer Stipend(s)**

The applicant may request a summer stipend to undertake the proposed research. Although the applicant may request any lesser amount, the maximum amount of the stipend may not exceed $7,000. The stipend may ***only*** be received for work during the summer. If an applicant anticipates other grant or teaching commitments during the summer, they should refer to the UWL [institutional overload and compensation policy](https://www.uwlax.edu/globalassets/offices-services/human-resources/overloadpaymentsforfacultyacademicstaffpolicy.pdf) to determine whether they are eligible to request a stipend. If the proposal includes more than one faculty applicant, a total of $11,000 may be requested (e.g., $5,500 per PI for 2 PIs, $3,666 per PI for 3 PIs). In such cases, however, the committee requires a rigorous defense of the need for multiple researchers, and an explanation of the proposed division of labor. Funds for replacement costs are ***not*** allowed. Supervising students does not constitute research or creative activity. If you have student workers, differentiate your role and your students’ role(s) for your project.

The PI will dedicate one month in summer 20## to the project, and so a summer stipend of $7,000 is requested. Project efforts during this time will include… Additionally, the PI will conduct the following work over the course of the academic year: … *[Faculty are expected to conduct the bulk of project activities and not only oversee student work. The effort justification here should clearly outline faculty’s primary role in the proposed project.]*

**C. Student Workers**

Support for student workers is typically only awarded in cases where faculty can justify that student workers are critical to the timely and successful completion of the project. The budget justification should provide clear and concise descriptions of the roles/duties and expected time commitments of students (graduates and/or undergraduates) being compensated as part of the grant award. If more than current minimum wage is to be paid for student help, explain why (e.g., prerequisite expertise/experience, level of project responsibilities, compensation standards within the discipline). UWL [HR policy](https://kb.uwlax.edu/103699) allows student wages beginning at $9.00 per hour for entry level student employees. The maximum amount of funds requested for student stipends may not exceed $4,000 unless the faculty member is willing to forego their own stipend partially or fully. The cumulative total for faculty and student compensation may not exceed $11,000. If additional student assistance is needed, faculty members are encouraged to mentor student(s) in obtaining a UWL [Undergraduate Research & Creativity (URC) Grant](https://www.uwlax.edu/urc/urcc-grants/). The spring URC application cycle offers funding that runs concurrently with Faculty Research Grant awards. Faculty may also consider providing students with course credits for research. Faculty are expected to conduct the bulk of research activities and not only oversee student work. The effort justification should clearly outline faculty’s primary role in the proposed project.

**1. Graduate Students**

Justify compensation for any graduate student(s) engaged in the project, including number of hours, justified hourly wage, and a clear and concise description of roles/duties.

**2. Undergraduate Students**

Justify compensation for any undergraduate student(s) engaged in the project, including number of hours, justified hourly wage, and a clear and concise description of roles/duties.

Under the direction of the PI, ## [under]graduate student(s) will be hired to *[describe specific project duties]*. For each student, this will require ## hours of work per week for ## weeks during the summer and ## hours of work per week for ## weeks during the academic year. Student wages are budgeted at $9.00 per hour. *[Further justification required if using a rate higher than minimum wage – e.g.:]* The hourly rate exceeds the university’s minimum student wage because the duties require a junior/senior student with prior experience in *[describe prerequisite course work, required knowledge of particular research techniques/methodology, etc.] [and/or]* the standard rate of student pay in *[department name]* averages $##-$## per hour, and the requested hourly wage is needed to recruit a student for the project.

**D. Equipment**

Fully justify the need for any equipment (i.e., items of $1,000 or more per unit) in the proposal narrative and budget justification. Note that a “unit” may consist of two or more component pieces required to make a functional apparatus. Contact ORSP for clarifications if needed. Generally, all equipment and other tangible property acquired with Faculty Research Grant funds becomes property of the institution. If the equipment can also be used for instructional purposes, the applicant is advised to seek a cost-sharing arrangement with their department and/or Dean. Before requesting funds for equipment (computers, etc.), please explore existing UWL resources and indicate you have done so in this document.

The *[description of equipment]* is integral to the proposed project because it is required to *[justify equipment need – e.g., how it is necessary to achieve/advance project objectives, how it will be used, any accessibility/availability issues the item will help to address].* The equipment’s cost totals $##, of which $## will be covered by the PI’s *[start-up/department/college/other source]* funds. Institutional resources are insufficient to cover the full cost of the equipment, and thus, the remaining costs of $## are requested by this grant. *[Note any long-term benefits of the equipment to the PI’s lab/the department/the college as appropriate.]*

**E. Travel**

Travel costs to disseminate research (e.g., conference attendance to present the results of research) are not eligible expenses. Funds requested for travel must clearly relate to and be **necessary for *conducting*** the research project proposed. Justify why the travel is integral to your project and discuss specific scholarly outcomes that will happen as a result of the proposed travel (e.g., collaboration, access to facilities or archives). Refer to travel guidance on the UWL [Business Services website](https://www.uwlax.edu/business-services/our-services/travel/), [UW TravelWise](https://uw.foxworldtravel.com/), and the [UW TravelWise Calculator](https://uw.foxworldtravel.com/rate-calculator/) for policies and rates for mileage reimbursement, airfare, per diem meal & incidental allowances, lodging allowances, etc. Eligible domestic or international travel costs may be requested.

**1. Domestic Travel**

For the purposes of the Faculty Research Grant program, domestic travel includes travel in the United States, Canada, Mexico, and US possessions.

**2. International Travel**

For the purposes of the Faculty Research Grant program, international travel includes travel *outside* the United States, Canada, Mexico, and US possessions. Funds requested for international airfare should not exceed $3,350. If an extended stay at an international destination is planned, in lieu of UW System lodging per diem rates, an applicant should obtain a quote for extended stay lodging, which typically provides substantial cost savings. Consult with UWL Accounts Payable staff for assistance determining what is allowable for extended stay lodging.

Domestic/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; how will travel 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)]*
* Meals & incidentals: ## days at $## per day for ## people in *[note location(s)]*
* Airfare: $## per person for ## people from La Crosse, WI to *[destination]*
* Car/vehicle rental: $## per day for ## days for travel between/within *[destination(s)]*
* Fuel costs: ## total miles with estimated ## miles per gallon at a fuel cost of $## per gallon
* Ground transportation in *[destination(s)]*: $## per day for ## days for travel between/within *[destination(s)]*

**F. Other Costs**

Funds to support dissemination (e.g., publication costs) are **not** allowed as part of this grant program and should not be requested in this section of the budget.

**1. Materials and Supplies**

Itemize and justify necessary supplies and their costs, being mindful of university [purchasing procedures](https://www.uwlax.edu/business-services/our-services/purchasing/). Equipment costing $1,000 or more per unit should be categorized in the equipment section above, and not as materials and supplies. All supplies purchased with grant funds are, by definition, university property. If requesting software, contact ITS to explore site licensing cost efficiencies; indicate you have done so in this section. Institutional discounted software prices can also be found at the following website: [www.wisc.edu/wisc](http://www.wisc.edu/wisc). Likewise, before requesting funds for common equipment (laptops, recording devices, etc.), please explore existing UWL resources such as the [computer software list](https://www.uwlax.edu/its/software-email-and-calendar/computer-software-list/) and indicate you have done so in this document.

The budget includes $## for *[describe items needed for the project, such as chemicals, gases, solvents, glassware, books, manuscripts, copy costs, research participant incentives, etc.]* to conduct the proposed research. *[Provide some detail regarding what costs comprise the requested amount and why those items are necessary to advance project objectives. For research participant incentives: (1) see UWL’s related* [*FAQs*](https://www.uwlax.edu/grants/payment-of-incentives-to-research-participants/)*; (2) do not reference compensation or rates per hour; (3) prizes or chances to win are not allowed; and (4) non-cash incentives, such as gift cards and small value items, are generally preferable.]* The PI has inquired with their colleagues/department/college/ITS/Academic Technology Services and verified the requested *[item]* is not available from another university source.

**3. Services – External and/or Internal**

Itemize and justify required services and their costs, such as consultants or translators. External services are those provided by personnel not employed by UWL. Internal services are those provided by UWL personnel or departments.

[Transcription services](https://support.microsoft.com/en-us/office/transcribe-your-recordings-7fc2efec-245e-45f0-b053-2a97531ecf57) are now available for free via your Microsoft 365 account. Paid transcription services are not likely to be considered for funding unless there is clear justification as to why the Microsoft service is insufficient.

The project has budgeted $## for *[service type and, if available, service provider]* to perform *[indicate type of service, e.g., RNA sequencing, bioinformatic analysis, transcription (see guidelines above), translation].* This will be done at a cost of $## per ## *[unit description, e.g., samples, pages].* The data/service is needed to *[indicate how service/data/materials rendered by service will advance project objectives].*

**5. Other**

Itemize and justify other incidental costs that cannot be classified under another budget category. Items included in broad categories such as this (e.g., “miscellaneous,” “other”) will not be considered by the committee for funding unless additional detail is provided in the budget justification.

**Month & year by which grant funds are expected to be spent:** On a separate line at the end of your budget justification, indicate the month and year in which you expect to be done spending your grant funds. Please note your project does not need to be complete at this time, but your spending timeline might be different. The date you provide will assist UWL in tracking any funds that still need to be spent or that might be available for another grantee to use on their upcoming project. If your spending timeline changes at all before or during the funding period, please contact the ORSP Internal Grants Manager immediately.

It is anticipated grant funds will be spent by *[month, year].* Project activities will continue through the remainder of the grant period.