



Office of Sponsored Programs

Special Emphasis: Faculty-Student Engagement Grant Budget and Budget Justification Guidelines

Special Emphasis Faculty-Student Engagement (SE) Grants may be used to fund the direct costs associated with engaging students meaningfully in research, scholarship, creative production, or service/outreach initiatives that align with the mission and strategic priorities of the University or with Common Core curriculum strands such as integrative learning. Funds are intended to cover costs that are NOT covered by budgetary allocations from start-up funds, departmental, college, or center budgets. Applicants may request up to \$10,000 from the SE Program.

Applicants must provide:

- (1) **An itemized budget** (in a table format or itemized list) that breaks down how the requested funds will be used to cover allowable project costs (see the list of allowable and unallowable costs below).
- (2) **A separate narrative budget justification** that describes how costs were estimated or calculated for the budget, including the source for such estimates/calculations (quotes, vendor websites, etc.), and that justifies why the costs are necessary for the project (especially for those costs that could be construed as standard costs typically covered through departmental or college budgets).

Projects that leverage SE funds with other funding sources are encouraged. If other funding has been allocated to the project, such as through a commitment of departmental resources or external grant funding, the applicant must indicate which costs are being requested from the SE program, and which will be covered from other sources. To clarify, it is not enough to list all project costs and then say some of the total cost will be covered by other sources – indicate which costs will be covered by which sources. Instead, indicate which specific costs will be covered through an SE award, and which will be covered through other sources.

It is important to justify why the funds requested are reasonable and necessary for the project. For example, if the applicant is requesting support for supplies or equipment that could be construed as standard costs for teaching and research, it is important to justify why such costs are not being covered through departmental or college funds. Department chairs may be asked to verify that such costs are outside the scope of departmental or college budgetary allocations. Similarly, if the applicant is requesting support for summer support or course release, a justification as to how that time will be used for dedicated work on the project, and why that time is needed, is important, and should demonstrate alignment with the timeline provided in your project description.

Please keep in mind that the applicant's budget and budget justification is part of the review process, as described in the Special Emphasis Faculty-Student Engagement Evaluation Rubric. Applicants are encouraged to give as much attention to the budget and budget justification as they do to their project description.

Allowable Costs:

Summer Stipend or Course Release Funds: Bradley faculty may request a summer stipend of \$4,400 to support dedicated work on a proposed project during the summer months and outside of their 9-month academic year appointment. Please note that the \$4,400 figure includes the 10% (or \$400) in fringe benefit costs that is applied to all extra and summer compensation received by Bradley faculty through grants and contracts.

Alternatively, up to \$4,400 may be used for course-release. In this case, and upon approval by the department and college of the faculty member, the funds may go directly to the department to cover the cost of a course-release.

Participant Costs: Costs related to involving human subjects in a study, such as participation incentives, fees for the purchase/use of a survey instrument or assessment tool, or other costs that are directly related to the involvement of human subjects an approved study.

Graduate/undergraduate researchers: Compensation at an hourly rate for current, degree-seeking undergraduate and graduate students at Bradley University to facilitate their engagement on the project.

Consultants/contractual services: Services necessary for the proposed project such as interpretation or translation services, transcription or annotation services, printing costs, or use of/submission of samples to equipment/instrumentation at another facility.

Materials and Supplies: Expendable materials and supplies required to conduct the project such as solvents/reagents, mediums, or other expendables necessary to conduct the project that are not usually covered or provided by the department/college. (Do not use this line item to replenish departmental stock).

Equipment or Instrumentation: Funds may be used to purchase non-expendable equipment or instrumentation that fall beyond the ordinary scope of departmental, divisional, center, or college funding. Such items become the property of the department or center of the PI once the funded project period is over. Applicants must justify why such costs should be covered through SE funds and not through other departmental, center, or college sources.

Travel: Funds may be used to support travel costs (excluding meals) required for the performance of the project (fieldwork, access to archives, service sites, etc.).

Unallowable costs:

- Compensation for external research collaborators/presenters/co-authors.
- Compensation for students who are not current, degree-seeking students at Bradley University.
- Conference or professional meeting attendance, nor for any travel that isn't required to conduct the proposed project (*Such activities may be supported through the Teaching Excellence: Conference/Workshop Program or the Special Emphasis: Student Travel Program*).
- Publication costs.
- Routine costs (secretarial, supplies, etc.) that are a standard line-item in departmental/center/college budgets.
- Funding to support graduate assistantships such as stipends or tuition (To clarify, you may pay students at an hourly rate to work on the project, but you may not use the funds to supplement or support a graduate assistantship as the graduate assistantship program is managed through the Graduate School).
- Meal expenses or other food costs unless such items are required to conduct the proposed research project.