



Detailed Budget Instructions

When applying for a cost of research grant, you need to include a detailed budget of the costs you expect to incur - even if it is beyond what the Independent Research grant can pay for. Please be as specific as possible and indicate the source of those estimates. *You may need to explain why particular expenses are essential to your project.* For grants not involving international travel, the total award will not exceed \$1000 (the application may be for a lesser amount). For grants involving international travel, the award may be as much as \$2000. Selection committees review this budget carefully, and often fund only parts of the budget you submit, or provide funding of a different amount if they feel your request is not reasonable or beyond Undergraduate Research Programs budget limitations. Please read the specific information below about the nature of costs that are covered. There may be other categories of expenses; these are ones that are typical and about which students often have questions.

Transportation

Travel expenses are covered if travel is necessary for the purposes of doing research. For example, travel to a field research site or to a library would be covered. Generally, travel to conferences to present research is not covered by a SIRE grant (See Conference Presentations). The grant will generally cover reasonable transportation costs, food, and lodging during the time that you are traveling.

Transportation costs include fares for air travel, train, rental car, taxi or bus. Provide cost source information. Please be aware that it is often difficult for drivers under 25 to rent cars because of the rules applied by car rental companies. Before planning a project requiring car rental, please investigate whether this is possible.

Air travel: In order for us to use SIRE funds for your plane ticket, you MUST use an Emory travel agency such as BCD travel (404-727-3000 x 2). We cannot reimburse for tickets you've purchased outside of an Emory travel agency

(See: <https://www.finance.emory.edu/home/travel/travelpolicyintro.html>).

For other travel, reimbursement is made after the trip is completed. You are free to make your own travel arrangements. However, to avoid depleting your available cash, travel can be booked by the College Office so these costs may be pre-paid on your behalf. Receipts must be provided with other reimbursement materials, including pre-paid expenses.

Housing

Cost of housing for approved travel. Provide cost source information.

Lab Materials

Research materials needed for projects involving laboratory or field research. Funds are restricted to materials that are deemed essential for the SIRE project alone. In the case of several costs all being lab or field research materials, each item should be detailed. It is important that a student consult with the principal investigator and others in a working group to develop detailed cost information for major items in the budget. Funds are not provided for 'general purpose' research supplies shared by multiple users or projects. All costs for doing laboratory research can only be applied to projects taking place with Emory faculty members - SIRE grants cannot be used to fund work done in a laboratory at another university.

Equipment

Small equipment costs may be covered by a SIRE grant if the cost is less than \$499 and the purchase is essential to the proposed project. In some cases, that equipment becomes the property of the University when the project is completed. University rules regarding purchase of equipment may limit some purchases. Please contact Dr. Folashade Alao or Dr. Gillian Hue with questions about equipment purchases before submitting the application.



Books and Other Printed Materials	In general, committees will not cover the costs of books or materials which are available in the library or through interlibrary loan. Books may be included when they have limited availability or are available only at the site of a research trip. Students in the humanities with text-based projects may also be able to request support to purchase some books, but should indicate why ownership of those books is important for their project.
Library Photocopying	Photocopying costs of materials from the Emory library are not reimbursable costs. However, copies made at a distant site or library may be reimbursable when necessary.
Survey Photocopying	Questionnaire duplication may be covered by the grant.
Food	Food costs, as a part of a research project, may be covered by the grant.
Postage	Mailing costs for surveys or questionnaires may be covered by the grant.
Subject Compensation	Costs paid to survey participants may be covered by the grant.
Telephone or Fax	If these costs are essential to a project, they may be covered.
Performance or Visual Arts	Production costs for arts projects may be covered.
Other	Describe the cost area and the amount

Costs which are ineligible for Grant award: 1) Printing and production of an honors thesis. 2) Photocopying performed at the Emory University Library or other local library. 3) Travel to Conferences.