

## Budget Instructions

- **Expenses** In consultation with your Faculty Mentor, determine as accurately as you can your estimated expenses. List each item and its exact cost per unit, and *briefly note its importance to your project*. Identify the most critical items in your budget. You may request up to a maximum of RO 2,400 for expenses directly related to the completion of your project. (Expense awards only cover costs directly related to the completion of your project. They do not cover the cost of copying your thesis or research paper, or costs associated with presenting your research, such as conference registrations fees and travel costs associated with it).

- **Supplies:** These include, but are not limited to: note-taking supplies (e.g. paper/notebooks, pens/pencils), art supplies, supplies for lab or field work (e.g. chemicals, lab animals, etc.). You should provide the exact cost of each item. If you are ordering supplies from a company off-campus, be sure to include the cost of shipping and handling.

- **Travel Expenses:** Include only those travel expenses related to the completion of your project. **Note:** 1) Travel expenses during the regular academic year may not include commuting from your residence to campus, but may include travel to other research sites (including special fees for access to research sites). 2) Travel expenses may include food/lodging expenses (e.g. if a hotel stay is necessary during research).

- **Permanent Equipment:** The Research Council is willing to provide support for permanent equipment necessary to your research project. Non-expendable items purchased with FURAP funds (e.g., books, computer software, music recordings and related equipment, electronics, and mechanical equipment) are University property and must be returned to the University once the project is complete. **Note:**

- 1) **Software:** Since it is difficult to “return” computer software to the University once it has been downloaded onto an individual’s computer, the Research Council approve the cost of software only in special instances, and where the student provides a clear rationale for needing to *purchase* the software – as opposed to accessing the software through other University resources. Thus, students who are requesting the Research Council grant funds to support the cost of software must include in their application a clear explanation of why the purchase of software is necessary to the success of the research project.

- 2) **Recording equipment:** Permanent Equipment expenses may not include digital voice recorders or similar recording equipment.

- 3) **Books:** If you include books among your expenses, you must verify that these books are not available in your university library.

- **Budget Caps :**
  - **Experiments in Extraction & Isolation of agents**
    - Glassware: 150.00 OR (As Maximum Amount )
    - Chemicals: 250.00 OR (As Maximum Amount )
  - **Local Travel: 200.00 OR** (As Maximum Amount )
  - **Purchasing of Literature: 100.00 OR** (As Maximum Amount )
  - **Training: 500.00 OR** (As Maximum Amount )
  - **Miscellaneous: 200.00 OR** (As Maximum Amount )
  - **Data Collection: 200.00 OR** (As Maximum Amount )
  - **Stationery: 100.00 OR** (As Maximum Amount )
  - **Use of University Facilities: 200 .00 OR** (As Maximum Amount )