**CURI PROPOSAL SUPPLIES & EXPENSES WORKSHEET**

Complete the worksheet below in full, taking account of all materials, supplies and student travel (to research sites) needed for your project to be successful. The maximum supplies budget that can be funded by the CURI office is $2000.

For projects involving extensive domestic and/or international travel that cannot be funded within that amount, we encourage you to shorten the length of your research project and thus free up money that would otherwise be spent on student wages and housing. You will find a table below that explains how much money CURI allots to pay and house student researchers per week, which can be used to help you calculate how long of a project you can run in light of the projected travel expenses. Note that the CURI budget cannot be used to cover faculty travel expenses.

If you will fund your project with an external grant, and are not requesting funds distributed by the CURI office, you do not need to complete this worksheet.

Please recognize that student compensation, supplies, and faculty stipends all come from the same budget pool; in order to help us fund as many projects as possible serving students across the college, only request what you need.

After completing this form, save as a PDF, titled <YOURLASTNAME CURI 2019 EXPENSES WORKSHEET>, and submit via the application form.

**Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supplies & Expenses Worksheet**

|  |  |
| --- | --- |
| **EXPENSE** *Be specific, listing for example: chemicals, lab animals, books, software, artistic supplies, travel to research site, etc. Detailed information is critical for our proposal funding process.* | **COST** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL**  *$2000 maximum* | **$** |

**Additional Worksheet for Student Travel Expenses beyond $2000**

The amount of each student payment for an on-campus CURI project is $5,430 ($440/week for wages for 10 weeks + $70/week for housing for 10 weeks + $330 student FICA = $5,430). If you anticipate that your project’s travel needs exceed $2000, use the following tables to explain and calculate your needs.

|  |  |
| --- | --- |
| **Student Researcher Schedule by Date**  *Specify when the students will be on-campus and when off, along with brief descriptions for their activities at that time (e.g., interviews, archival research, ethnographic observations). Enter new rows as necessary for recording your project details.* | **Location** |
| May 28 | CURI Student Orientation |
|  |  |
|  |  |
| August 2 | CURI Symposium |

|  |  |
| --- | --- |
| **Student Research Travel Expenses** | **Estimated Expenses** |
| Housing type & location (X nights) | $x//night \* x nights = $0.00 |
| Airfare | $0.00 (city departing<>city arriving) |
| Other Expenses (local transportation, educational programs, etc.) | $0.00 |
| **Subtotal A** | $0.00 |
| Subtract $2000 for Standard Project Expenses | Enter $2000 into request form above |
| Amount to be provided by shorter research period? **Subtotal B** | (Subtotal A - $2000) |
| By how many weeks do you need to shorten your project?  *Use Budget Calculator Table below* |  |
| **Confirm On-Campus Expenses** | |
| Student Wages | $440/week \* X weeks = $0.00 |
| Student FICA | $330 |
| On-Campus Housing | $70/week \* X weeks = $0.00 |
| **Subtotal C** | (total 3 lines above) |
| **Total amount**  to be reassigned from wages/housing to expenses | For one student: Subtract subtotal C from $5430. Should equal (or exceed) subtotal B. |

**CURI Budget Calculator Table**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **$ paid to 1 student researcher for housing & salary** | **$ remaining for travel expenses** | **$ paid to 2 student researchers for housing & salary** | **$ remaining for travel expenses** | **$ paid to 3 student researchers for housing & salary** | **$ remaining for travel expenses** | **$ paid to 4 student researchers for housing & salary** | **$ remaining for travel expenses** |
| **Week** | **5** | $2,715.00 | $2,715.00 | $5,430.00 | $5,430.00 | $8,145.00 | $8,145.00 | $10,860.00 | $10,860.00 |
| **Week** | **6** | $3,258.00 | $2,172.00 | $6,516.00 | $4,344.00 | $9,774.00 | $6,516.00 | $13,032.00 | $8,688.00 |
| **Week** | **7** | $3,801.00 | $1,629.00 | $7,602.00 | $3,258.00 | $11,403.00 | $4,887.00 | $15,204.00 | $6,516.00 |
| **Week** | **8** | $4,344.00 | $1,086.00 | $8,688.00 | $2,172.00 | $13,032.00 | $3,258.00 | $17,376.00 | $4,344.00 |
| **Week** | **9** | $4,887.00 | $543.00 | $9,774.00 | $1,086.00 | $14,661.00 | $1,629.00 | $19,548.00 | $2,172.00 |
| **Week** | **10** | $5,430.00 | $0.00 | $10,860.00 | $0.00 | $16,290.00 | $0.00 | $21,720.00 | $0.00 |