

Student SEARCH Award

Budget Request Worksheet

You should seek guidance from your faculty advisor/mentor when preparing the project budget. Use this worksheet to guide the budget discussion with your faculty advisor/mentor. You will enter the information below on the online application form so make certain to answer each section thoroughly.

Personnel Expenses – Note: All personnel must be added to payroll in order to be paid for work completed.			
Name and Role of Student Researcher (add lines if multiple students are working on project).	Time Required (Student hours per week)	Time Period (e.g. summer, fall, spring semester)	Funds Requested (whole dollars)
Fringe Benefits			
Students <i>Estimate @ 9% of wages requested above in Personnel Expenses</i>			
Travel			
<i>Identify purpose, location, and duration of each trip, and show calculations for specific costs (e.g. airfare, mileage, lodging, meals) per current UT travel regulations.</i>			
Minor Equipment			
<i>Identify each minor instrument/piece of equipment needed to carry out proposed project.</i>			
Operating Expenses			
<i>Identify expenses such as printing and duplication, supplies, postage and telephone, maintenance and repairs, computer services, or other expenses and show calculations used to determine their costs.</i>			
Total Project Costs Requested			