**PRIDE Fund – Budget Template**

**Budget Justification** (< 500 words)

* Use this space to describe briefly the role and responsibilities of all key personnel. Provide a detailed explanation for each budget items as it relates to the proposed project. Indicate any other sources of funding that will be applied toward completion of the project.
* *Example: Principal Investigator / Project Director (PI/ PD): The PI, XXX, will be responsible for project implementation, management of the activities and timeline. PI/PD will provide oversight for daily operations to ensure successful program implementation and supervision for faculty/ staff/ student employee(s). XXX will be responsible for adherence to award terms and reporting in coordination with LU’s Office for Research & Compliance, Fiscal Affairs, and HR. PI/PD will commit X academic months/ X summer months/ or X calendar months [based on % committed to the project] for the X-month project period.*

**Project Budget**

|  |  |
| --- | --- |
| **Student Personnel** | |
| Part-time Base Salary |  |
| Part-time Staff Fringe (FICA = 7.65%) |  |
| **Travel** | |
| Airfare (x \_\_ quantity) |  |
| Ground Transportation |  |
| Lodging (x \_\_ quantity) |  |
| Meals/LU Per Diem (x \_\_ quantity) |  |
| Other: |  |
| **Payments to Individuals/Organizations outside LU** | |
| Professional Services |  |
| Consultants |  |
| Subcontracts |  |
| **Other Expenses** (add rows as needed) | |
| (e.g. materials, supplies, equipment, subscriptions, etc…) |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL REQUESTED:** |  |

\*See below for Template Instructions

|  |  |
| --- | --- |
| **Template Instructions** | **Expenses** |
| * Add additional rows to sections of the budget as necessary. * For multiple student assistants, create a combined total based on current hourly rate for student employees. The Budget Justification must include a description of each individual assistant and expected time and effort per individual assistant (e.g. X hours over Y period). * Allowable expenses for Travel are subject to current LU policy, accessible in the current LU Employee Guidebook (e.g. ground travel and per diem rates). * Itemize Other Expenses by including quantity (“x \_\_\_ quantity”) when applicable. * Refer to the [PRIDE Fund FAQ](https://www.lindenwood.edu/academics/support-resources/office-of-institutional-effectiveness/research-and-compliance/research-innovation-partnership-lab/pride-fund/) for additional information on expenses. | Allowable expenses include, but are not limited to:   * + *Cost of materials, supplies, or consumables directly connected with the project.*   + *New equipment necessary for the conduct of the project.*   + *Student hourly support.*   + *Travel associated with project implementation and dissemination of results.*   + *Costs related to events and partnership engagement.* |
| Non-Allowable expenses include, but are not limited to:   * + *Faculty or staff compensation.*   + *General office supplies or materials.*   + *Professional development, unless specifically necessary for the project.*   + *General purpose computers, IT subscriptions, or leases.* |