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 For instructions on completing this form: <http://www.sc.edu/our/doc/BUDGETInstructionsforPDF.pdf>

Magellan Scholar BUDGET FORM

Student's Name: _____

Student salary	Hours	Rate	Subtotal
	Estimated number of hours student will work	Enter the hourly wage	
Research hours during semesters when enrolled in classes			
Research hours during semesters when NOT enrolled in classes			
Fringe: Student salary * student fringe rate ¹ (what is fringe? See budget instructions or guidebook)			
Enrolled in classes			
Not enrolled in classes			
Materials/Supplies	Enter sub-total from below:		
Travel	Enter sub-total from below:		
	TOTAL:		
	Amount requested for Scholar award:		

Budget Justification/Description

NOTE: Magellan Scholar awards are processed through "E" funds. All expenditures MUST remain compliant with E fund procurement requirements. All budgets must be reviewed by department business managers prior to submission.

Student Salary: Indicate estimated number of student research hours per week and hourly rate separated by semesters when student is enrolled in classes or not enrolled in classes (generally fall or spring vs summer semesters). Time during breaks (Fall, Winter or Spring break) are still hours during semesters of enrolled classes.

Materials/Supplies: Indicate items, quantity, and estimated price. *Be sure to include taxes on all purchases.*

Are you requesting funds for participant incentives? You must attach an approval memo from business manager – see guidebook.

Travel: Indicate location, purpose of travel, provide **itemized** costs (list out each cost separately: transportation, lodging, registration, etc). For conferences, provide name of conference, dates, and explain why this conference is most appropriate. *No more than \$1000 is permitted for conference travel.*