

Do not use this form unless you can alter and save PDF documents. Do NOT use this form for GROUPS. Instructions on completing this form, [can be found here](#).

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.*

***Review comment box for special notes, and guidebook regarding allowable/unallowable expenses and participant incentives**

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.*