

Budget Guidelines and Itemized Example

Specificity: be as specific as you are able with the justification for each item and how it supports your project—e.g., specify an event or conference with name, location, and dates.

Workshops and Conferences: must be upcoming within the Fellowship year. Provide dates and location, whether travel is flight or ground, and if you are presenting or only attending.

Software and Research Tools: check that you do not already have access to the software via CGU. Provide software name and how you will use it.

Materials: this includes printing costs, artwork creation materials justified in implementing the project.

Equipment: includes computer hardware that is justified in being essential to the completion of the project.

Participant Engagement: these are items like token gift cards, prize incentives, food for focus groups, etc.

Field Research: this includes travelling to gather archival data, or to interview participants.

Please Note: *applicants who receive an award are not required to submit receipts and other similar items to the Transdisciplinary Studies Office. Award funds are disbursed directly to applicants.*

While your budget shows estimated costs, please do due diligence to determine appropriate and reasonable costs so that you are not over or under budget and can effectively use the Fellowship funds.

Item	Estimated Cost	Justification
Software	500.00	ArcGIS software to create integrated maps of unhoused populations with food and shelter access as part of data analysis
Research Printing	250.00	Special Printing Paper and Printing Costs - Artwork and flyers for community event for participant engagement.
Participant event refreshments - food and drink	400.00	Snacks, lunch, and drinks. Approximately 50 participants.
Token gift cards	500.00	For focus group with community elders and leaders, and for survey incentives
Workshop Attendance	500.00	Advanced GIS Workshop - CGU TEI sessions August 2024 (\$200) and GIS session at ESRI October 2024 (\$300) to support analysis and output
Conference registration fees	500.00	American Educational Research Conference (AERA) - Philadelphia April 11-14. Attendance and presentation (waiting for proposal decision)
Transportation (flight costs) for Conference	500.00	AERA Conference - Chicago April 11-14
Lodging for conferences	500.00	AERA Conference - Chicago April 11-14
Meals at conferences	250.00	AERA Conference - Chicago April 11-14
CGU doctoral study fee	2500.00	Assistance with CGU continuous registration fee
Estimated Total	6400.00	