

## Instructions for Preparing Your Budget

### General Instructions for Preparing Your Budget

Funds cannot be spent until your budget is approved by the Dept Chair.

- A complete budget should be developed in consultation with your advisor; you are required to submit the budget to your advisor for a signature by the **Wednesday of the second week of classes**.
- A final copy signed by your advisor is due to the Department Chair **by noon on the Friday of the second week of classes**. Budgets that are turned in to the Department Chair without an Advisor's signature will be returned to the student without review. Budgets will not be accepted after the deadline has passed.
- If you are doing a two-semester project, the budget you submit during your first semester should encompass the entire project, not just the first semester's work!

This budget should include a one-page budget justification. It must also itemize all of your anticipated expenses. If you have questions about the budgeting process, don't hesitate to ask your advisor, or the course director.

### Filling in Your Budget Form

Make a complete list of expenses that you expect to incur. Call or check vendor websites to obtain estimates of costs & shipping. Your budget must be based on real estimates, not fabricated ones! Vendors can change prices and availability quickly, be sure to get the most up-to-date information possible. Checking the shipping timeline is also important, will it work for your project timeline?

List expenses on the budget form provided, with a sufficiently detailed description of each item so it is clear to your adviser and the Chair. Prepare a brief (approximately 1 page) budget justification. The purpose of the budget justification is to explain why you need a particular item. The justification should be written in terms that an educated non-specialist (your Department Chair) can understand. You must justify ALL items on the budget!

Seniors: you should request the total amount you will need for your project from the Senior Research Project Supplement. However, if you do not receive funding

for your full SRPS request, the Biology Department will cover those expenses that can be reimbursed under departmental guidelines. For that reason, you **STILL** must fill out a Biology Department budget form just in case SRPS decides not to fully fund your request.

We know that you will not receive word about SRPS or other external funding sources until after your budgets are due, so with Department Chair approval, you may use Biology funds for any purchases that cannot wait until SRPS funding awards are announced.

Please note that the pool of available funding is not infinite, so work with your advisor to keep costs as low as possible. Although we have tried to cover all research costs in the past, we cannot guarantee that this will be possible every year, so you may be asked to reduce your budget if costs are excessively high.

Budgets that do not meet these guidelines will be returned to you for revision before they are approved by the Dept Chair.

*You must still fill out and submit the SRPS application separately, but this application is very similar to that used to apply for departmental funds.*

### Categories of Expenses

**[Make sure to consult the SRPS page](#) for restrictions on expenses.**

Use these categories in the "Category of expense" column in your itemized budget.

- ***color printing*** (e.g. for posters)
- ***shipping***: Biology will cover standard shipping only if expedited shipping is required. (please explain on your budget justification.) You must include an estimate of shipping costs in your budget.
- ***supplies***: Supplies associated with student research efforts will be covered. Supplies should be ordered through the Biology Department, not purchased out of pocket. Supplies include but are not limited to such things as: chemicals, glassware, flagging tape, and inexpensive pieces of equipment (e.g., tape measures).
- ***research subjects compensation***: in the form of a credit applied to the student's card.

- **travel:** Travel to field sites or other research-related activities will be reimbursed. Keep track of locations, dates and mileage. The Biology Department reimburses mileage at the [standard rate](#) set by the IRS. SRPS pays a somewhat lower mileage rate.

Save all travel-related receipts. Overnight camping fees for fieldwork will be reimbursed as part of travel costs. Additional costs (e.g., meals) incurred while conducting fieldwork will be reimbursed. Other transportation costs (trains, buses, rented cars) will be considered. If you anticipate having unusually high travel costs (i.e., you need to take a charter air flight to Fiji on short notice) associated with your research, consult your advisor about seeking additional funding sources.

#### Expenses that will not be reimbursed by the department

Express mail costs will not be reimbursed **unless the item ordered can only be shipped express mail** (i.e., some perishable supplies). Hence, express shipping of last minute supplies orders or submission of abstracts to meetings will not be reimbursed.