RIMS Budget Template

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| --- | --- | --- | --- |
| Phase 1  07/01/2022 to 06/30/2023 | Proposed Grant Amount | Other Sources | Notes |
| Salaries/Stipends |  |  |  |
| Student Wages1 |  |  |  |
| Consultants |  |  |  |
| Supplies |  |  |  |
| Equipment |  |  |  |
| Operating Expenses |  |  |  |
| Travel2 |  |  |  |
| Meals & Incidentals3 |  |  |  |
| Room |  |  |  |
| Other4 |  |  |  |
| Phase 1 Total |  |  |  |
| Phase 2  07/01/2023 to 01/31/2024 | Proposed Grant Amount | Other Sources | Notes |
| Salaries/Stipends |  |  |  |
| Student Wages1 |  |  |  |
| Consultants |  |  |  |
| Supplies |  |  |  |
| Equipment |  |  |  |
| Operating Expenses |  |  |  |
| Travel2 |  |  |  |
| Meals & Incidentals3 |  |  |  |
| Room |  |  |  |
| Other4 |  |  |  |
| Phase 2 Total |  |  |  |
| Combined Phase 1 & Phase 2 Total (if applicable) | |  |  |

Budget justificationshould be included within the body of the proposal or in the space below. Include itemized details. See footnotes for specific information to include.

1 Please indicate the number of students, the weekly hours, and the hourly wage rate as well as the total amount requested.

2 Travel expenses may be estimated by a search on a travel website (e.g. Travelocity, Expedia, Priceline, etc.).

3 Per diem may not be used for travel but can be used for meals and incidentals. Rates can be found [here](https://www.wcupa.edu/_information/AFA/fbs/documents/SubsistenceClarification.pdf) on the Finance & Administration website.

4 Fringe benefits do not need to be calculated for internal CSM grants.