

RIMS Budget Template

Phase 1 07/01/2022 to 06/30/2023	Proposed Grant Amount	Other Sources	Notes
Salaries/Stipends			
Student Wages ¹			
Consultants			
Supplies			
Equipment			
Operating Expenses			
Travel ²			
Meals & Incidentals ³			
Room			
Other ⁴			
Phase 1 Total			
Phase 2 07/01/2023 to 01/31/2024	Proposed Grant Amount	Other Sources	Notes
Salaries/Stipends			
Student Wages ¹			
Consultants			
Supplies			
Equipment			
Operating Expenses			
Travel ²			
Meals & Incidentals ³			
Room			
Other ⁴			
Phase 2 Total			
Combined Phase 1 & Phase 2 Total (if applicable)			

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

SAMPLE

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](#) on the Finance & Administration website.

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