

## **INCO 590 / INCO 790 Budget Instructions**

*Download the INCO 590 or INCO 790 Budget Form from the Hamel Center website and follow these instructions.*

### **Research Expenses**

In consultation with your Faculty Mentor, determine as accurately as you can your estimated expenses for the research activities outlined in your INCO 590 or INCO 790 Student-Faculty Contract. List each item and its exact cost per unit, and *briefly note its importance to your project*. **\*\*Note:** *All expenses requested in the budget must relate directly to the Description of Research Activities in your Student-Faculty Contract.* Budget items that do not clearly correspond to research activities described in the contract will not be approved. For example: If you include in your budget a trip to the Boston Public Library for archival research, but your Description of Research Activities does not include any description of archival research at the BPL, then this budget request will not be approved.

You may request up to a maximum of \$200 for expenses directly related to the research activities described in your Student-Faculty Contract. **\*\*Note:** 1) INCO 590 / INCO 790 expense funds only cover costs directly related to the research activities required to *conduct* your project. They do not cover the costs associated with *presenting* your research, such as the printing of research posters, research papers, or thesis papers, or travel to a research conference. 2) INCO 590 / INCO 790 expense funds may not be used to pay student or faculty wages.

It is understood that the budget represents your best estimate of the costs. Keep in mind that the INCO 590 / INCO 790 expense account may not be able to fund all your research expenses. With your mentor, identify the items that are most critical to your project, and indicate on your budget only the expenses *up to* \$200 for which you are requesting support. If your research activities will not require any expense funds, please check the appropriate “Budget” box on the INCO 590 / INCO 790 Student-Faculty Contract.

*Complete the individual Budget Form categories using these guidelines:*

- *Supplies:* These include, but are not limited to: note-taking supplies (e.g. paper/notebooks, pens/pencils), art supplies, supplies for lab or field work (e.g. chemicals, lab animals, etc.). You should provide the exact cost of each item. You may do this by talking to your faculty mentor, looking through supply catalogs, or shopping around online. If you are ordering supplies from a company off-campus, be sure to include the cost of shipping and handling.
- *Travel Expenses:* Travel using a personal vehicle will be reimbursed at the IRS Standard mileage rate in effect at the time of travel. The current rate is available at [Procedure 07-002 Website for Travel References](#). Compute mileage for travel by car based on this rate. Include only those travel expenses directly related to the research activities in your Student-Faculty Contract. **\*\*Note:** 1) Travel expenses may not include commuting from your residence to campus, but may include travel to other research sites: e.g., libraries, archives, museums, and the field. 2) Travel expenses may not include food/lodging expenses (e.g. if a hotel stay is necessary during research).
- *Other Expenses:* This category refers to any expenses in the following areas—photocopies, phone calls, postage, special fees for access to research sites, or services rendered—along with any expenses that might not be covered within the other categories. Most of these items should be calculated by the number needed for your INCO 590 / INCO 790 research activities and the cost for each. For example, 100 photocopies multiplied by 10 cents each will give you the total amount of \$10 needed by you. For “services rendered,” you should contact the person or department where the work will be done for an estimate of the cost.

- *Permanent Equipment*: This category refers to non-expendable items: e.g., books, computer software, music recordings/sheet music, electronics, mechanical equipment, durable lab equipment. **\*\*Note**: *Any permanent equipment purchased with INCO 590 / INCO 790 expense funds is University property and must be returned to the faculty mentor's department once the INCO 590 / INCO 790 research period has ended (i.e., no later than the last day of classes for the semester of enrollment).*

### **Policies for Accessing INCO 590 / INCO 790 Funds:**

1. Approved expense funds will be available *only* for the semester of INCO 590 / INCO 790 enrollment.
  - Purchases made through UShopNH must be made no earlier than the first day of classes for the semester of INCO 590 / INCO 790 enrollment, and no later than the last day of classes for the same semester.
  - Similarly, in order to be approved for reimbursement, receipts and invoices for purchases made with a p-card or out of pocket must be *dated* no earlier than the first day of classes for the semester of INCO 590 / INCO 790 enrollment, and no later than the last day of classes for the same semester.
  - The reimbursement schedule for p-card and out-of-pocket expenses is as follows:
    - **Start date**: In the fall and spring semesters, funds will be available for reimbursement starting the week following the Registrar's "last day to add courses." *For information about accessing funds during January term or summer session, contact the Hamel Center directly.*
    - **End date**: All receipts and/or invoices must be submitted no later than the last day of classes for the semester of INCO 590 / INCO 790 enrollment. Expenditures will not be processed or reimbursed if paperwork is received after the last day of classes.
2. The Hamel Center for Undergraduate Research will have final approval of the budget submitted at the time of registration. The total funds approved for your project are *only* for the items specified on your budget. Budget revisions after registration are discouraged; however, if you find that you need to make an unanticipated change to your budget after registering – e.g., you need to purchase an item or service that was not in your original budget – you may make a one-time request to the Hamel Center for a budget revision. Requests for budget revision must be made in writing, and you must obtain Hamel Center approval before making the expenditure. Revision requests must be made no later than the Registrar's "last day for undergraduates to drop courses" (i.e., "Enrollment Census Day [R+30]" on the Registrar's calendar). *Any requested budget changes must still fit within the original, approved budget amount.*
3. If you are requesting research expense funds, your signed budget must be submitted at the same time as you submit your INCO 590 / INCO 790 Student-Faculty Contract.