**Summer Undergraduate Research Fellowship (SURF) USA**

**Hamel Center for Undergraduate Research, University of New Hampshire**

**Budget Instructions**

*Please review the following instructions before completing the Budget Form on the following pages. Submit the two-sided Budget Form with your application.*

In consultation with your Faculty Mentor, determine as accurately as you can your estimated expenses. List each item and its exact cost per unit, and *briefly note its importance to your project*. Identify the most critical items in your budget. You may request up to a maximum of $600 for expenses directly related to the completion of your project. ***Expense awards only cover costs directly related to the completion of your project. They do not cover the cost of copying your thesis or research paper, or costs associated with presenting your research, such as research posters.***

***Note:*** The Hamel Center may not be able to fund all your project expenses. It is understood that the budget represents your best estimate of the costs. Your budget should represent the *total* amount without which your project will not be possible. If this total exceeds $600, please use the “Contributions from Other Sources” chart on p. 2 of the Budget Form to indicate the sources (including personal) from which the remaining expenses will be drawn.

* **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. 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](https://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-002-website-travel-references). Compute mileage for travel by car based on this rate. Include only those travel expenses related to the completion of your project.  ***Please take note of these particular guidelines:***

1. For summer research, travel expenses may include commuting from your summer residence to your research site(s). These may include sites on the UNH campus or off campus (e.g., libraries, archives, museums, and the field). Where possible, you are strongly encouraged to consider public transportation, which is often cheaper.
2. If UNH will be your primary summer research site, your travel expenses may include a $50 summer parking pass.
3. Travel expenses may not include food/lodging expenses (e.g. if a hotel stay is necessary during research).
4. If you wish to present the results of your research at a professional conference or meeting, there is a separate [Research Presentation Grant](https://www.unh.edu/undergrad-research/programs/research-presentation-grants) for which you may apply after your research is complete.

* **Other Expenses:**This category refers to any expenses in the following areas – photocopies, phone calls, postage, special fees for access to research sites, fees for instrument time, 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 research project 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:** While the Hamel Center is willing to provide support for permanent equipment necessary to your research project, we may request that your home department share the cost of such equipment. Non-expendable items purchased with SURF funds (e.g., books, computer software, music recordings/sheet music, electronics, mechanical equipment, durable lab equipment) are University property and must be returned to the University once the project is complete. **Please take note of these particular guidelines:**

1. **Software:** The Hamel Center will approve the cost of software only in special instances, and where the student provides a clear rationale for needing to *purchase* the software – as opposed to accessing the software through other University resources. Several software applications (including SPSS) are available for use at no cost by the entire campus through a central UNH network license. Faculty and students can access these licensed applications through their own personal computers or through the campus-wide computer clusters. Thus, students who are requesting Hamel Center grant funds to support the cost of software must include in their application a clear explanation of why the purchase of software is necessary to the success of the research project. For more information about UNH Academic Software Applications available through network license, see <https://td.unh.edu/TDClient/KB/ArticleDet?ID=770>
2. **Books:**  If you include books among your expenses, you must verify that these books are not available through the UNH Library system, including Inter-Library Loan (ILL) and the Boston Library Consortium (BLC). See [www.library.unh.edu](http://www.library.unh.edu) for more information.

**SURF USA – Budget Form**

**OFFICE USE ONLY:**

Expense Awarded $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Name:**

**UNH ID#:**

**Mentor Name:**

**Please review the Budget Instructions before completing this form**. In all categories, provide the exact cost for each item, briefly noting its importance to your project. If you will have contributions from other sources (e.g., faculty mentor, department, etc.), complete the table on page 2 and subtract this amount from your final budget request. Note: This form was created as a table in Microsoft Word, so you should be able to manipulate it to fit your needs. You may enter information on the form electronically, save it, and return to it later for completion. Also, if you need more space, you may add rows to this form or attach a separate document to this form that follows the same format.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SUPPLIES** | | | | |  |
| **Item** | **Purpose** | **Cost per Unit** | **Quantity** | **Total Cost** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Supplies Subtotal** | | | | | **$** |
| **TRAVEL** | | | | |  |
| **From/To** | **Mode of Transportation and Purpose** | **Miles (if by car) x $0.655 per mile** | **Number of trips** | **Total Cost** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Travel Subtotal** | | | | | **$** |
| **OTHER EXPENSES (photocopies, phone calls, postage, etc.)** | | | | |  |
| **Item** | **Purpose** | **Cost per Unit** | **Quantity** | **Total Cost** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Other Expenses Subtotal** | | | | | **$** |
| **PERMANENT EQUIPMENT (books, software, electronics, mechanical equipment, etc.)** | | | | |  |
| **Item** | **Purpose** | **Cost per Unit** | **Quantity** | **Total Cost** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Permanent Equipment Subtotal** | | | | | **$** |
| **TOTAL EXPENSES**  **(transfer amount up to $600 to application cover sheet)** | | | | | **$** |

**SURF USA – Budget Form (cont.)**

**Student Name:**

**UNH ID#:**

**Mentor Name:**

**CONTRIBUTIONS FROM OTHER SOURCES:** With the assistance of your faculty mentor, please list any contributions of equipment, supplies, or financial support and their sources being made toward your project (i.e., faculty mentor, department, etc.). This is especially important if your Total Expenses (above) exceed $600.

|  |  |  |
| --- | --- | --- |
| **ITEM** | **SOURCE** | **ESTIMATED VALUE** |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Contributions from Other Sources** | | **$** |