REAP
Budget Form Instructions

Expenses
The Budget Form should be completed by the REAP Faculty Mentor (in consultation with the student). Together, mentor and student should determine as accurately as possible the estimated expenses for the apprenticeship project. List each item and its exact cost per unit, and briefly note its importance to the project. Identify the most critical items in the budget. You may request up to a maximum of $600, so it is important that you prioritize expenses. Expense awards only cover costs directly related to the completion of the project. They do not cover the cost of copying a final research report/paper, or costs associated with presenting the research, such as research posters.

Note: Since the Hamel Center may not be able to fund all of the project’s expenses, it is understood that the budget represents your best estimate of the costs. Your budget should represent the total amount without which the 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 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 expenses may include the student’s commute from his/her summer residence to the designated research site or sites. These may include sites on the UNH campus or off campus (e.g. libraries, archives, museums, and the field). The Hamel Center provides reimbursement for mileage at the rate of 25 cents per mile. Compute mileage for travel by car based on this rate. Where possible, students are strongly encouraged to consider public transportation, which is often cheaper. We also encourage you to prioritize project expenses, given the $600 maximum, to ensure that the most essential research costs are covered first. Include only those travel expenses related to the completion of the project. Note: 1) If UNH will be the primary research site, travel expenses may include a $50 summer parking pass for the student. 2) If the research will include travel to off-campus sites, 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 estimated by the number needed for the 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. 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 the apprenticeship project, we may request that the faculty mentor’s home department share the cost of such equipment. Non-expendable items purchased with REAP funds (e.g., books, computer software, music recordings/sheet music, electronics, mechanical equipment) are University property and must be returned to the University once the project is complete.

**Notes on Permanent Equipment:**

1) **Software:** Since it is difficult to “return” computer software to the University once it has been downloaded onto an individual’s computer, the Hamel Center will approve the cost of software only in special instances, and where the applicant 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, student-faculty teams 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 [http://at.unh.edu/acs/services/software/](http://at.unh.edu/acs/services/software/)

2) **Recording equipment:** Permanent Equipment expenses may not include digital voice recorders or similar recording equipment, but the Hamel Center does have a small number of digital voice recorders available for loan during the research period. If the student will require such equipment for the project, please note this on the budget form under “Contributions from Other Sources.”

3) **Books:** If you include books among the project expenses, you must verify that these books are not available through Inter-Library Loan (ILL) or the Boston Library Consortium (BLC). See [www.library.unh.edu](http://www.library.unh.edu) for more information.

Final Note: The online Budget 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 the form or attach a separate document to the form that follows the same format. To add rows using Word 2007 or 2010: With the cursor in an existing row, click on “Layout” under “Table Tools,” then select “insert above” or “insert below” under “Rows & Columns.”