Undergraduate Research Proposal Budget

STUDENT INFORMATION

First & Last Name: _____ Award Term: _____

Student ID: _____ NC State Email: _____

Team Members: _____

MENTOR INFORMATION

First & Last Name: _____ Email: _____

College/Company: _____ Department: _____

BUDGET INSTRUCTIONS

List **all** expenses you might incur as a result of your research (see the OUR website for a list of **can/cannot be funded**).

Mileage: If your project requires you to travel, your budget must include mileage. Effective January 1, 2024, the Office of State Budget and Management allows reimbursement at the following rates:

- Round trip mileage is less than or equal to 100 miles per trip: 67 cents per mile
- Round trip mileage is greater than 100 miles per trip: 37 cents per mile

How to list mileage in your budget:

- Example 1: Mileage for 3 round trips to Durham (44 miles x 3 = 132 x $0.67 = $88.44)
- Example 2: Mileage for 3 round tripes to Asheboro (144 miles x 3 = 432 x $0.37 = $159.84)

AWARD DISBURSEMENT INFORMATION

Fall and Spring Awards: Funding can be distributed to 1. the student/team or 2. an NC State faculty mentor (recommended).
Summer Awards: funding can only go to the student (skip to expense details section)
Note: Some items can only be purchased by NC State faculty (e.g., sulfuric acid). If your budget includes any restricted items like this, all award funds must go to an NC State faculty mentor. Overnight travel must be processed through the mentor department. Remember, any equipment/supplies bought for a project are property of NC State and must be returned to the department at the conclusion of the funding semester. If you are on a team that has chosen "funds to student", consider choosing a single team leader to receive the funds.

Disburse the award to (check one):

1. Student/Team: ☐ 2. NC State Mentor: ☐

Funds that go to a mentor, you **must** provide the following:

A ledger 20, 21, or 25 ONLY project number: _____

Departmental OUC Number: _____

Department Bookkeeper Name & Email: _____

Department account type (State, F&A, other):

EXPENSE DETAILS (be SPECIFIC - "chemicals"/"supplies" = general**; for mileage, follow format above)**	**AMOUNT**
Total Amount:	

(your budget can exceed the maximum award amount, but you will not receive more than the maximum award)