

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 what **can/cannot be funded**)

Mileage: If your project requires you to travel, your budget must include mileage. Effective January 22, 2022 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: 58.5 cents per mile
- Round trip mileage is greater than 100 miles per trip: 33 cents per mile

How to list mileage in your budget below:

- Example 1: Mileage for 3 round trips to Asheboro (144 miles x 3 = 432 x \$0.33 = \$142.56)
- Example 2: Mileage for 3 round trips to Durham (44 miles x 3 = 132 x \$0.585 = \$77.22)

AWARD DISBURSEMENT INFORMATION

Fall and Spring Awards: Funding can be distributed to 1. the student/team or 2. an NC State faculty mentor. **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 or overnight travel (e.g., a hotel stay), 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 or 21 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)