

### Graduate Student Research Grant Budget Form

<b>Name</b>	XXXX			
<b>Project Title</b>	XXXX			
<b>Advisor</b>	XXXX			
	<b>Item</b>	<b>Cost per Item</b>	<b># of Items Requested</b>	<b>Total Cost for Item</b>
<b>A. Materials/Supplies</b>				
1				
2				
3				
4				
5				
6				
7				
8				
	<i>Subtotal</i>			
<b>B. Equipment</b>				
1				
2				
3				
4				
5				
	<i>Subtotal</i>			
<b>C. Travel</b> (travel such as field work that is vital to conduct the project and present results at conference is permitted; travel for professional development is not supported). Please refer to current WKU travel policy and restrictions due to COVID-19.				
1	Lodging	200.48	2	200.48
2	Lodging	234.08	1	117.04
3	Mileage – West Lafayette, IN	\$0.44	296	65.12
4	Mileage – Bowling Green, KY	\$0.44	296	65.12
5	Per Diem			\$130
	<i>Subtotal</i>			\$577.76
<b>D. Participant Support and/or Human Subjects</b>				
1	Monetary incentives for participation include the chance to win one of 8 \$25 gift cards.	\$25	8	\$200
2				
3				
4				
5				
	<i>Subtotal</i>			\$200
<b>E. Other</b>				
1	Conference Registration	\$100	1	\$100
2				
3				
	<i>Subtotal</i>			\$100
<b>Total Budget</b>		<b>\$877.76</b>		

## Budget Form

### Cost Sharing:

Will this grant completely fund your research? **Yes**

If no, please include details about additional funding sources (funding source, amount requested, pertinent dates, and status – under review, funded, not funded).

Is this research being supported by WKU departmental resources (e.g. lab equipment, technology (software, equipment), supplies)? **Yes**

If yes, please describe: Data from this research will be analyzed using SPSS software in XXXX lab and data will be collected through my university Qualtrics account.

Are you receiving any cost-share for your research? In other words, are you receiving any departmental, college, or other grant support to either you or your advisor to complete this project? **Yes, cost share for travel only.**

If yes, please describe the funding source, the amount, and how the funding is being used:

Department travel funding support:

College travel funding support:

Budget Narrative/Justification: Provide a detailed explanation and justification for all project costs in the space below. In other words, for each item listed in your budget, provide a narrative explaining additional details about the item and why it is needed for your project.

I submitted a paper in progress to a Purdue DEI conference that is aimed at enhancing the inclusion of minorities and women. My work in progress was accepted for presentation. The funds will be used to present my accepted works in progress. The cost of registering for the conference was \$100.

I will be sharing mileage and lodging costs with XXXX. We will be driving to West Lafayette, Indiana from Bowling Green, Kentucky, which is 296 miles. According to the travel cost calculator on the website of the Commonwealth of Kentucky, it costs \$0.44 per mile when traveling out of state. To West Lafayette, Indiana from Bowling Green, Kentucky will cost \$130.24, as well as \$130.24 to get back to Bowling Green, Kentucky from West Lafayette, Indiana. Total cost for mileage being \$260.48. Shared with XXXX, total cost is \$130.24.

The conference is from March 22 to March 24 and the Purdue Conference reserved hotel rooms at the Union Club Hotel at a discounted price. Since XXXX and I are driving, we will be staying an additional night so we will not have to drive at night. The hotel cost for both XXXX and I for March 22 to March 24 will cost \$400.96 and from March 24 to March 25 will cost be \$234.08. The total cost resulting in \$635.04, of which my portion is \$317.52.

Purdue will be providing dinner March 22. On March 23, they will be providing breakfast, lunch, and dinner. Breakfast and lunch will be provided on March 24. So, I will only need lunch on March 22, dinner on March 24, and breakfast on March 25. According to the US general services administration, the first and last day of travel is \$48 each (\$96). The dinner cost is \$29 and incidental expenses is \$5. The total cost for per diem resulting in \$130. I have included additional travel budget form.

In addition to the costs to cover the conference expenses, my research still needs to be conducted. \$200 will be awarded (8 \$25 Amazon gift cards) an incentive for participation in my cross-sectional survey assessing diversity initiatives.