

In-House Faculty Grants
Budget Planning Document
Calendar Year 2008-2009

Faculty Name: _____

Academic Department/School: _____

Project Title: _____

Budget Expenditures: Please attach a budget justification

	Amount
<u>Supplies:</u>	
Office Supplies	_____
Instructional Supplies	_____
Lab supplies	_____
Document service/copying	_____
Telephone	_____
Postage	_____
Other	_____
 <u>Equipment:</u>	
Capital Equipment (over \$1,000)	_____
Equipment Rental	_____
Software	_____
<i>Travel (1)</i>	_____
 <u>Personnel Requirements:</u>	
Part-time staff	_____
 <u>Student Employment</u>	
Undergraduate (\$7-\$10 range per hour)	_____
Graduate – stipend (\$12-15 range per hour)	_____
Graduate – remission (ranges \$775-930 per credit)	_____
Total (can not exceed \$5,000)	\$_____

(1) Requests for travel will be considered if required for the proposed research; however, travel to professional meetings and other routine activities will not be supported. For

travel and reimbursement policies see the *Adelphi Financial and Administrative Reference Guide*, <http://intranet/adminguide>.