



## WABASH CENTER

### **Grant Budget and Expense Guidelines**

Wabash Center for Teaching & Learning in Theology & Religion

#### **Building a Budget**

1. Tie your projected budget figures to the specific activities of the grant
  - Make a preliminary list of all the activities embedded in the project that require funding support
  - Be realistic about what will be happening and when
2. Check with your institution's financial office
  - Find out how they will track the types of expenses you will have during the grant project, such as stipends, fringe benefits, transportation, lodging, meals, etc.
  - Clarify what invoices/receipts they will need to expend the funds
  - Clarify who in the office will be generating the financial report for the grant and meet that person
3. Research and provide specific details for the estimated costs for each activity
  - Give us as many specifics of cost as is reasonable at this point in time (such as cost per room at the hotel near the university, the number of participants invited, and the number of nights, etc.)
  - Do not include a catch-all miscellaneous line; budget the expenses that you know will require funding
  - Remember that you can request a Budget Revision if your estimates prove to be a problem
4. Build the line-item Budget so we can see clearly the expenses for each activity in each year of the grant project
5. Use the Narrative Budget to explain how you came up with the costs associated with each line

#### **Estimating Expenses**

1. When paying stipends, think of the level of work involved and the external/internal motivations
  - External consultant/expert will need more per day than internal. Wabash Center pays its consultants \$500/half day plus travel (this amount includes their preparatory and travel time); other consultants will have set fees
  - Internal colleagues should be compensated for their time, but they will also gain some intrinsic benefit from participating. Thus, we suggest \$100 for internal honorarium for consulting on a project for a couple hours; \$250/day for a day-long retreat with no significant

- leadership role; more if carrying a leadership role in the retreat/event. Stipends and honoraria paid to institutional colleagues will likely need to have fringe benefits included; check with your financial officer to see how the institution handles this.
- It would be unusual to pay internal faculty to participate in a departmental meeting discussing the grant. It would not be unusual to pay for their lunch, dinner, or break food.
2. A stipend for directing the project can be provided, but should be tied to some benchmark that is institutionally located.
    - \$2500-3500 for a course release or “institutional “ time release during the school year plus the cost of benefits (amount goes to the school)
    - \$2500-3500 per semester for overload or summer work which goes to the individual. Most work on a grant project will be the equivalent of a single course release; rarely will it require full-time work or compensation.
    - Student assistants will usually be paid on a wage/hour basis
  3. Travel Expenses
    - We currently estimate air travel at \$600/person, which covers economy airfare plus other travel expenses (parking, food while enroute, etc.)
    - Car travel needs to be reimbursed at the rate/mile used by your school, which is based on the rate they are allowed by the IRS
  4. Meal expenses
    - A reasonable food projection is \$75/day (\$15 breakfast; \$20 lunch; \$40 dinner), but costs will vary according to location and group size
    - You may allocate money for wine and beer at receptions and dinners
  5. Books and Resources are typically over-budgeted
    - Be realistic: will you use resources other than those available by web or electronic means?
  6. Survey costs vary greatly depending on the type used and who will be managing and interpreting the survey. Be sure to check with your Institutional Research office: they may do it for free and they have protocols.
  7. You may allocate up to 10% of funds expended to the school for *Institutional Indirect Expenses*. This is 10% of what is expended, not an amount taken off the top (\$2,700 when expending \$27,000 of grant money)
  8. You have to be very convincing that the grant needs you to travel to a professional society conference to give a paper on what you’ve learned; rarely funded.
  9. We do not fund international travel.