



HOW TO MAKE A BUDGET

<https://our.utah.edu/travel-small-grants>

STEP 1:

Make a list:

- Items you need
- The quantities of each item.

STEP 2:

Review the rules and regulations for the funding source. Make sure you are eligible and your requests follow the requirements (travel, supplies, etc).

STEP 3:

Search for approximate cost of each item online. Unsure of where you will be purchasing from? View multiple options to calculate the average cost.

STEP 4:

Itemize your budget and provide the total budget. Use the estimated unit prices to calculate the total cost of each item. View this sample budget.

STEP 5:

Justify your budget. Explain the reason for your supplies, how they will contribute to bettering your research?

STEP 6:

Come to Funding Fridays if you have more budget related questions!



TRAVEL GRANT BUDGET SAMPLE

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Type of expense	Quantity	Unit Price	Price
(lodging, airfare, etc)	(how many nights, number of tickets, etc)	(cost per person or item)	total price for these items (unit price X quantity)
Registration Fee	one time fee	35.00	35.00
Airfare	one round trip ticket	293.00	293.00
Lodging	3 night hotel stay	42.24	126.72

Total = 454.72



SMALL GRANT BUDGET SAMPLE

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Item Name	Quantity	Unit Price	Price
(name of item)	(how many of that item)	(price per item)	total price for these items (unit price X quantity)
Rack of 100 pippette tips	2	81.18	162.36
100 mL glass beaker	4	14.15	56.6
Proteinase K	3	60.51	181.53
SDS sample buffer	1	96.00	96.00

Total = 496.49