

Integrated Cluster Project Proposal Budget Form

Note: Any IC Projects not requiring specific Integrated Cluster funding do not need to complete this form.

The intent of this form is to identify and quantify incremental expenses requiring funding from the PSU Integrated Cluster initiative. This form is intended to be used as a budget estimating tool and is a required input to the Integrated Cluster Project Funding Process. When IC funding is being requested, the Project Proposal Budget Form must be accompanied by both the IC Project Proposal Form and IC Project Planning Guidelines Form for a complete submission package.

Project Title: Constructive Feedback to Inform the Next Iteration of TIGER

Project Proposal Submitter: Cynthia Waltman

Home Cluster: Education, Democracy & Social Change

Other Sponsoring Clusters: none

Project Form Completion Date: 12/30/2016

I understand that project funding may not be approved and that no reimbursements are possible prior to approval. Further, I understand it is my personal responsibility for any expenses incurred prior to approval.

Faculty Release Time

- This project DOES NOT require Faculty Release Time
- This project DOES require Faculty Release Time (***complete below***)

Department Chair(s) contacted: n/a

Department Chair(s) Approval Date:

Anticipated Project Duration: One Semester

Provide a brief description for each of the following *topics (aligned to the Excel Spreadsheet on Page 2)*:

Personnel Needs: 1 graduate student and 1 undergraduate student to assist with preparations and on day of event, project managers to organize, prepare, and collect and utilize data collected at event

Supply and Material Needs: \$1000.00 refreshments for day of event, \$200.00 printing brochure

Travel Needs: none

Other Funding Sources for the Project: n/a

Please note whether your project is either a one-year project or has the potential to be a multi-year project if funds were to be available. ***Only one-year funding will be awarded***, so a multi-year project should be framed in one-year increments. Annual funds awarded must be expended within the academic year budgeting cycle.

In the table below, provide specific descriptions for each of the funding items being requested. Only the Current Academic Year's funding requests need to be completed on this form. NOTE: Personnel cost calculation data is an approximation and may not be precisely reflective of actual amounts.

Please **Double-Click on the Excel Spreadsheet** to open it and enter data. When completed, click outside the Excel table and then save the form.

Cost Category		Current AY Funding Requirements	NOTE: Personnel cost calculation data is an approximation and may not be precisely	
PERSONNEL			Enter Factors Below	First Year Project Calculation
o FT Faculty Course Release		\$ -		<< Number of Course Credits
o FT Faculty Summer Stipend		\$ -		<< # of faculty members
o Teaching Lecturers		\$ -		<< Equivalent Credit Hours
o Graduate Assistant		\$ 200.00	12	<< Total Project Hours
o UG Student Stipend		\$ 200.00	12	<< Total Project Hours
o UG Work Study		\$ -		<< Total Project Hours
o External Hire Administrative Support		\$ -		<< Total Project Hours
<i>Subtotal Payroll</i>		\$ 400.00		
Cost Category				
		Current AY Funding Requirements		
SUPPLIES AND MATERIALS				
o Expendable Supplies		\$ 200.00		
o Equipment				
o Technology <i>(Note a consult is required with ITS)</i>				
<i>Subtotal Supplies and Materials</i>		\$ 200.00		
Cost Category				
		Current AY Funding Requirements		
Travel				
o Lodging				
o Transportation				
Meals (for approximately 100 participants)		\$1,000.00		
<i>Subtotal Travel</i>		\$ 1,000.00		
Cost Category				
		Current AY Funding Requirements		
GENERAL OPERATING OTHER				
o Marketing and PR				
o Contract Work				
o Business meetings				
o Other				
<i>Booking Fee</i>		\$ 825.00		
Total Project Costs		\$ 2,425.00		
Cost Category				
		Current AY Funding Request		
OTHER SOURCES OF FUNDS				
o Grants				
o External Partners				
o Other				
<i>Subtotal Other Sources of Funding</i>		\$ -		
Total Funds Requested		\$ 2,425.00		