

Grant Budget Guidelines

NetVUE Vocation across the Academy Grants

This document provides important information about the development of proposals and the preparation of budgets for NetVUE Vocation across the Academy grants. A sample budget (along with notes on specific categories) can be found at the end of this document; it is also available as an Excel spreadsheet upon request. Please use Microsoft Excel or a similar spreadsheet program to format your budget. Please also provide a separate document with concise budget notes that explain the basis of the calculation for each item.

In general, grant funds are intended to offset one-time costs of development and implementation of a robust program of vocational exploration across the academy, possibly including the development of partnerships with local businesses, nonprofits, or other community organizations. Grant funds may be used for a range of purposes, but not to substitute for faculty and staff costs that the institution is presently providing for its vocational exploration activities. Grant proposals may, however, include additional stipends or buyouts of faculty and staff time in pursuit of the aims of the project.

In addition, please note the following important budget requirements:

- Capital expenditures (including the purchase of durable goods or equipment in any amount), the hiring of additional personnel (including graduate assistants), direct fundraising expenses, and indirect or overhead costs must be borne by the institution and are not eligible for support by the grant.
- In the case of stipends to current employees, only the employer's share of FICA (currently 7.65%) may be included. Grant funds may not be used to support other personnel benefits, whether as a fixed sum or on a "fringe percentage" basis.
- Any speaker honoraria included in the grant proposal may not exceed \$1,000 per speaker per day. Further details about this policy may be found below.
- Travel expenses for participation in NetVUE conferences and gatherings are the responsibility of the institution and cannot be covered by grant funds.
- The NetVUE Consultant and Campus Visit programs are funded separately and should not be included in the grant budget.

If any unallowable items are included in the grant proposal, they will be removed from the budget and the total amount requested will be reduced accordingly. Please note that any reduction in the grant's year-one budget will be followed by a corresponding reduction in the bonus award available for use in grant years two and three. Applicants will not have the opportunity to revise the project to substitute other expenses for excluded items.

The remainder of this document is devoted to frequently asked questions concerning grant proposal budgets. Applicants will increase their chances of success by reading and carefully following the guidance that is offered here.

What are the guidelines for gifts from third parties to qualify for the matching funds?

The matching requirement is meant to assist the institution to attract new donors, to deepen existing donors' investments in the institution's vocational exploration initiatives, and to increase the likelihood that the grant-funded activities will be sustained beyond the grant period. Donations must come from outside the institution, rather than from related entities that are governed by the institution (such as a center or institute, even if externally funded).

Grant recipients should begin work immediately to develop prospective donors, since donated funds must be in-hand and properly documented before the start of the second year of the grant period. Pledges are not sufficient. Donations that were received before the grant was awarded may qualify, but only if they were given specifically to meet the grant's matching requirement for the project being proposed. Neither institutions nor donors may reallocate previously given donations, and a statement that the gift is for the institution's "highest need" is not sufficient. All gifts must be accompanied by documentation received from donors that indicates they understand their gifts will support activities described in the approved grant proposal and that their gifts are to be applied toward the grant's matching requirement. More detailed instructions regarding deadlines, fundraising requirements, and required documentation will be sent to grant recipients along with the grant agreement form.

What are the requirements to qualify for the NetVUE bonus award?

Matching funds in an amount equal to or greater than the initial award must be in hand by the end of the grant's first year in order to qualify for the bonus award. As noted above, pledges are not sufficient. The bonus award cannot be pro-rated and is available only at the end of the grant's first year to those institutions that have collected sufficient matching funds by that time. The deadline for collecting these funds cannot be extended beyond the end of the grant's first year.

What categories should appear in the budget?

Please provide budget line items that match the expenditures proposed. The budget should separate expenditures coming from the three funding sources—grant, donor matching, and institutional funds—and should provide a separate column for each funding source (see below for additional information). Specific categories of expenditures will depend on the project described in the proposal. Typical budget categories are listed below and in the budget sample at the end of this document. On a separate page at the end of the application document, please provide budget notes that explain the basis of the calculation for each item. For example:

- If the grant will provide released time for current employees to support development of new programs (an allowable grant expense), the budget should include the number of project leaders and/or administrative assistants, the cost per person (by dollar stipend or proportion of salary related to released time), and a subtotal. A stipend may be treated as extra compensation for the individual when the time commitment is not substantial, and when the work can be carried out while the individual continues with normal duties. Compensation in the form of released time from teaching should be calculated based only on the amount that the institution will spend to replace those duties (i.e., *not* as a percentage of the salary of the person being granted released time).

- When stipends are to be paid to employees of the institution, the budget may include a separate line item for the employer’s share of Social Security and Medicare tax (commonly known as FICA, currently 7.65%), which is paid by the institution on employee wages. Beyond this 7.65% allowance, any additional fringe benefits—whether paid as a lump sum or a percentage of salary—are the responsibility of the institution. Note: If this line item is not included, the institution will be responsible for covering this expense. Grant funds may not be reallocated at a later date to cover these costs.
- Budget items for lodging, meals, and transportation for retreats (and similar events) should include the number of participants projected, the number of lodging nights, the cost per night, and a subtotal. Similarly, budgets for meals should provide the projected number of participants, amount per meal per participant, and a subtotal. Any transportation expenses should indicate a cost estimate per person (or vehicle, if carpooling), number of persons or vehicles, and a subtotal.
- Speaker honoraria should indicate the number of speakers, amount per speaker, and a subtotal. See below for more information regarding NetVUE policy on honoraria.
- If refreshments and meals are to be provided, a budget line should appear for each event, providing the projected number of participants, amount per meal per participant, and a subtotal.
- Expenditures listed for books, other materials, or supplies should indicate the number of copies of the texts, documents, or other items, and a subtotal.
- Other expenses that do not fit the above categories should be included in a separate “Other” category (with an explanation in the notes).

What rows/columns should be included in the budget?

Each grant year should have a separate set of line items. Please create separate lines for distinct categories of expenses within each year, and columns as noted below. Ideally, budgets should be provided in an Excel spreadsheet with separate tabs for each year of the grant; see the budget sample for further details.

- *NetVUE Request:* In a distinct column, the budget should clearly display the projected expenses to be supported by grant funds. The second and third-year budgets should be presented with the presumption that the NetVUE bonus will be received after the end of the first grant year.
- *Donor Support:* In a distinct column, the budget should indicate spending plans for gifts that are anticipated in support of this project. As noted in the Invitation for Applications, matching donor support is to be fully expended by the end of the project’s third year. These funds should be allocated to the appropriate budget categories and may be spent in conjunction with grant funds, institutional funds, or both. For example, in the sample budget below, the “Donor Support” column has separate entries for a community engagement dinner, project oversight, summer mini-grants, and other items.
- *Institutional Support:* Institutional funds should be listed in a third column. Although institutional funds are not required as part of the three-year grant initiative, they may be allocated to grant-supported initiatives during the first three years as appropriate. In addition, a fourth year of project activity supported only by institutional funds must be

included in the proposed budget, in order to demonstrate how the institution will sustain the project beyond the grant period.

- *Total Budget:* A separate column provides the sum of each row of the budget for each of the four project years. In addition, please provide a row representing totals for each column for the entire four-year project period, either on a separate summary tab in an Excel spreadsheet or as the final row following the four separate years.

May grant funds or donor matching funds be used for student or staff participation in a third-party program or event?

Please do not propose a project in which the majority of the funds are sent to a third party for a tool that has already been developed. NetVUE grants are intended to support institutions as they develop their own programming, specific to their own context. Expenditures for one-time costs related to third-party programs or events (such as per-student fees for assessment instruments or costs for certifying staff to administer a particular program or assessment instrument) will be considered only as a pilot project, or as a one-time expenditure to significantly expand an existing program that the institution will sustain at this expanded level. Hence, such expenditures may be included during *only one* of the project's three years, with the understanding that the institution will assume responsibility for any ongoing expenses if the pilot project (or expansion) is successful. Participation in external programs or events that would be considered part of the institution's ongoing operations, as well as those without a direct and specific tie to vocational reflection and discernment among undergraduate students, are not eligible for grant or donor match funding.

What is the NetVUE policy for honoraria for speakers and facilitators?

NetVUE limits the use of grant funds for honoraria to \$1,000 per speaker or facilitator per day. If a higher daily honorarium is offered, any amount beyond \$1,000 per day must come from institutional funds. Grant funds may also be used to pay for travel and accommodations for guest speakers.

What types of expenses are not allowed?

Grant funds and donor matching funds may be used for a range of purposes, but not for:

- Ongoing faculty and staff costs that the institution is presently providing;
- Capital or durable goods expenditures, including equipment purchases;
- Stipends or salaries for additional personnel or graduate students hired specifically to support the grant project;
- Fringe benefits beyond the 7.65% Social Security and Medicare tax allowance;
- Direct fundraising expenses; *or*
- Indirect or overhead costs.

May the grant proposal include funding requests for NetVUE consultants or campus visits?

No. NetVUE provides a separate process for applying for funding for campus consultants or campus visits. See the NetVUE website for details or contact David S. Cunningham, director of NetVUE, at dcunningham@cic.edu or (616) 395-6750.

May grant funds or donor matching funds be used to attend NetVUE conferences and gatherings?

No. Travel expenses for participation in NetVUE conferences and gatherings are the responsibility of the institution and cannot be covered by NetVUE grant or donor matching funds.

What if changes in the approved grant budget are needed?

NetVUE grant recipients are expected to expend funds as outlined in the approved budget. However, changes in expenditures (compared with the proposed budget) are sometimes necessary. If a variance of more than 20 percent in a line item is expected, the grant recipient should request a reallocation of funds as early as possible, and in no case later than three months prior to the end of the grant spending period. Reallocation requests should provide a rationale for the change, as well as a revised budget; the latter should be formatted to show the original budget and the requested revision, so that these may be easily compared. Please send requests to Lynn Hunnicutt, assistant director of NetVUE, at lhunnicutt@cic.edu. The request will be reviewed and, if approved, the revised budget will become the basis for subsequent spending reports.

Can the grant spending or fundraising deadlines be extended?

Funds should be expended during the three-year grant period. In some instances, NetVUE has considered an extension of the spending deadline of no more than 60 days. Requests for extensions must be made at least three months before the end of the grant period, and submitted to Lynn Hunnicutt, assistant director of NetVUE at lhunnicutt@cic.edu. Please note: this option applies only to the *spending* deadline at the end of the three-year grant period. As noted above, matching funds must be in-hand and properly documented before the start of the second year of the grant period; this deadline cannot be normally extended.

What happens to unexpended funds at the end of the grant period?

At the end of the grant period, residual funds of more than \$250 must be returned to the Council of Independent Colleges and will be used to support future NetVUE grant programs.

Additional questions?

Please contact Lynn Hunnicutt, assistant director of NetVUE, at lhunnicutt@cic.edu or (253) 535-7644.

NetVUE sample budget: Vocation Across the Academy Grant

REVENUES

	NetVUE	Donor Support	Institutional Support	TOTAL
NetVUE grant	\$ 25,000.00			\$ 25,000.00
Donor gifts-first-year receipt for second & third years		\$ 25,000.00		\$ 25,000.00
NetVUE bonus received for second & third years	\$ 25,000.00			\$ 25,000.00
Institutional funds spent during grant period			\$ 11,830.85	\$ 11,830.85
Post-grant fourth year budget plan			\$ 17,291.00	\$ 17,291.00
Totals	\$ 50,000.00	\$ 25,000.00	\$ 29,121.85	\$ 104,121.85

EXPENDITURE SUMMARY (See details below)

	NetVUE	Donor Support	Institutional Support	TOTAL
Year One:				
Summer workshop: sophomore vocational advising	\$ 7,184.00	\$ -	\$ -	\$ 7,184.00
Fall curriculum re-design retreat: sophomore core course	\$ 5,375.00	\$ -	\$ -	\$ 5,375.00
Chapel speaker	\$ 2,368.80	\$ -	\$ -	\$ 2,368.80
Resources and supplies	\$ 1,300.00	\$ -	\$ -	\$ 1,300.00
Project oversight (including FICA at 7.65%)	\$ 4,090.70	\$ -	\$ -	\$ 4,090.70
Other: Faculty/staff book discussion snacks	\$ 240.00	\$ -	\$ -	\$ 240.00
Year One Total	\$ 20,558.50	\$ -	\$ -	\$ 20,558.50
Year Two:				
Summer workshop: the junior to senior transition	\$ 7,184.00	\$ -	\$ -	\$ 7,184.00
Fall retreat: off-campus vocational exploration studies	\$ 2,375.00	\$ 1,695.10	\$ 2,691.25	\$ 6,761.35
Community engagement dinner for senior students and mentors	\$ 1,600.00	\$ 3,500.00	\$ -	\$ 5,100.00
Interfaith student club-vocation exploration nights (fall and spring)	\$ 400.00	\$ 1,200.00	\$ -	\$ 1,600.00
Project oversight	\$ 2,400.00	\$ 2,400.00	\$ -	\$ 4,800.00
Summer mini-grants for vocational research/scholarship	\$ -	\$ 6,600.00	\$ 900.00	\$ 7,500.00
FICA	\$ -	\$ 504.90	\$ 68.85	\$ 573.75
Year Two Total	\$ 13,959.00	\$ 15,900.00	\$ 3,660.10	\$ 33,519.10
Year Three:				
Summer workshop: the senior to young alumni transition	\$ 7,806.00	\$ 1,600.00	\$ -	\$ 9,406.00
Community engagement dinner for senior students and mentors	\$ -	\$ 5,100.00	\$ 1,500.00	\$ 6,600.00
Showcase: summer mini-grant research/scholarship presentations	\$ 3,375.00	\$ -	\$ 750.00	\$ 4,125.00
Project oversight	\$ 2,400.00	\$ 2,400.00	\$ -	\$ 4,800.00
Other: grant review and assessment	\$ 1,901.50	\$ -	\$ 5,920.75	\$ 7,822.25
Year Three Total	\$ 15,482.50	\$ 9,100.00	\$ 8,170.75	\$ 32,753.25
Year Four:				
Vocational exploration: new learning-sophomore focus groups	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
Summer workshop: vocational initiative updates & enhancement	\$ -	\$ -	\$ 2,438.00	\$ 2,438.00
Community engagement dinner for senior students and mentors	\$ -	\$ -	\$ 6,253.00	\$ 6,253.00
Center for vocation and calling: director support	\$ -	\$ -	\$ 7,600.00	\$ 7,600.00
Year Four Total	\$ -	\$ -	\$ 17,291.00	\$ 17,291.00
FOUR-YEAR EXPENSE BUDGET TOTALS	\$ 50,000.00	\$ 25,000.00	\$ 29,121.85	\$ 104,121.85

Detailed Expenditures - Years 1, 2

<u>Year One:</u>	<u>NetVUE</u>	<u>Donor Support</u>	<u>Institutional Support</u>	<u>TOTAL</u>
Summer workshop: sophomore vocational advising				
Faculty/staff stipends	\$ 6,000.00			\$ 6,000.00
FICA	\$ 459.00			\$ 459.00
Refreshments	\$ 725.00			\$ 725.00
Fall curriculum re-design retreat: sophomore core course				
Lodging	\$ 1,875.00			\$ 1,875.00
Transportation	\$ 1,000.00			\$ 1,000.00
Meals	\$ 2,500.00			\$ 2,500.00
Chapel speaker				
Honorarium	\$ 1,000.00			\$ 1,000.00
Travel, meals, and lodging	\$ 850.00			\$ 850.00
Campus group meals	\$ 518.80			\$ 518.80
Resources and supplies	\$ 1,300.00			\$ 1,300.00
Project oversight	\$ 3,800.00			\$ 3,800.00
FICA (7.65%)	\$ 290.70			\$ 290.70
Other: Faculty/staff book discussion snacks	\$ 240.00			\$ 240.00
Year One Total	\$ 20,558.50	\$ -	\$ -	\$ 20,558.50
<u>Year Two:</u>				
Summer workshop: the junior to senior transition				
Faculty/staff stipends	\$ 6,000.00			\$ 6,000.00
FICA	\$ 459.00			\$ 459.00
Refreshments	\$ 725.00			\$ 725.00
Fall retreat: off-campus vocational exploration studies				
Lodging	\$ 1,875.00			\$ 1,875.00
Stipends for facilitators			\$ 2,500.00	\$ 2,500.00
FICA			\$ 191.25	\$ 191.25
Meals	\$ 500.00	\$ 1,200.00		\$ 1,700.00
Resources: pre-reading and poster supplies		\$ 495.10		\$ 495.10
Community engagement dinner for senior students and mentors				
Speaker honorarium	\$ 1,000.00			\$ 1,000.00
Travel, meals, and lodging	\$ 600.00			\$ 600.00
Dinner		\$ 3,500.00		\$ 3,500.00
Interfaith student club-vocation exploration nights (fall and spring)				
Planning meeting dinner	\$ 400.00			\$ 400.00
Refreshments at two events		\$ 1,200.00		\$ 1,200.00
Project oversight	\$ 2,400.00	\$ 2,400.00		\$ 4,800.00
Summer mini-grants for vocational research/scholarship		\$ 6,600.00	\$ 900.00	\$ 7,500.00
FICA	\$ -	\$ 504.90	\$ 68.85	\$ 573.75
Year Two Total	\$ 13,959.00	\$ 15,900.00	\$ 3,660.10	\$ 33,519.10

Detailed Expenditures - Years 3, 4

<u>Year Three:</u>	<u>NetVUE</u>	<u>Donor Support</u>	<u>Institutional Support</u>	<u>TOTAL</u>
Summer workshop: the senior to young alumni transition				
Facilities rental-plenary and small group rooms	\$ 2,000.00	\$ 800.00		\$ 2,800.00
Workshop facilitator stipends	\$ 4,000.00			\$ 4,000.00
Workshop facilitator: FICA	\$ 306.00			\$ 306.00
Refreshments and lunch	\$ 1,500.00	\$ 800.00		\$ 2,300.00
Community engagement dinner for senior students and mentors				
Speaker honorarium		\$ 1,000.00		\$ 1,000.00
Travel, meals, and lodging		\$ 600.00		\$ 600.00
Dinner		\$ 3,500.00	\$ 1,500.00	\$ 5,000.00
Showcase: summer mini-grant research/scholarship presentations				
Campus conference center room rental	\$ 225.00			\$ 225.00
Refreshments	\$ 900.00			\$ 900.00
Materials: showcase preparation	\$ 500.00			\$ 500.00
Presenter and showcase partners dinner	\$ 1,750.00		\$ 750.00	\$ 2,500.00
Project oversight	\$ 2,400.00	\$ 2,400.00		\$ 4,800.00
Other: grant review and assessment				
Campus assessment director stipend	\$ 1,000.00		\$ 500.00	\$ 1,500.00
Stipends for assessment team			\$ 5,000.00	\$ 5,000.00
FICA	\$ 76.50		\$ 420.75	\$ 497.25
Offsite meeting room rental: assessment meeting	\$ 225.00			\$ 225.00
Meals during assessment day	\$ 600.00			\$ 600.00
Year Three Total	\$ 15,482.50	\$ 9,100.00	\$ 8,170.75	\$ 32,753.25
<u>Year Four:</u>				
Vocational exploration: new learning-sophomore focus groups			\$ 1,000.00	\$ 1,000.00
Summer workshop: vocational initiative updates & enhancement				
Campus conference center room rental			\$ 400.00	\$ 400.00
Workshop facilitator: honorarium and FICA			\$ 538.00	\$ 538.00
Refreshments and lunch			\$ 1,500.00	\$ 1,500.00
Community engagement dinner for senior students and mentors				
Speaker honorarium			\$ 2,000.00	\$ 2,000.00
FICA			\$ 153.00	\$ 153.00
Travel, meals, and lodging			\$ 600.00	\$ 600.00
Dinner			\$ 3,500.00	\$ 3,500.00
Center for vocation and calling: director support			\$ 7,600.00	\$ 7,600.00
Year Four Total	\$ -	\$ -	\$ 17,291.00	\$ 17,291.00

Sample Budget Notes
NetVUE Vocation across the Academy Grants

(Please provide separately for each budget year, or note repeating items)

Year One:

Summer Workshop

- Faculty/staff stipends/honoraria are \$300 per person for three mornings of early summer participation. We anticipate attendance by 20 faculty and staff members. Social Security and Medicare tax at 7.65% will be provided from grant funds.
- Refreshments. Coffee at \$25/large carafe x 3 per morning x 3 mornings = \$225. Juice and soft drinks provided at average cost of \$3 per person/morning x 3 mornings x 20 people = \$180. Cookies and hand fruits at \$5.33 per person x 3 mornings x 20 people = \$320. Total = \$725 (\$12.08 per person per morning).

Fall Curriculum Re-Design Retreat

- Lodging: One night at regional retreat camp at \$75/person x 25 participants from varied fields of study.
- Stipends for facilitators: \$500 per person for five members of the grant project team to plan and lead retreat.
- Transportation: \$750 coach rental. \$250 of round-trip mileage reimbursement for retreat leaders arriving for set-up from four dispersed home locations. Round trip mileage will average 115 miles per car x 4 vehicles at \$.54/mile. Average is \$40 per person.
- Meals: Four meals for 25 participants. Breakfast at \$10/person. Two lunches at \$20/person each. Dinner at \$50/person. These figures include local sales taxes and lodging service charges on meals.

Chapel Speaker

- NetVUE maximum honorarium for one occasion. If the speaker remains for a second day's event, the institution will support an additional honorarium as appropriate.
- Travel, meals, and lodging: Airfare and parking reimbursement is projected at \$500. Lodging is \$150/night including taxes for two nights. Meals in route will be about \$50.
- Campus group meals: Dinner with vocation grant director upon arrival the night before the chapel presentation estimated at \$100 in total. Campus lunch with four-person vocation team at \$240. Remaining available for dinner plan that evening as it develops.

Resources and Supplies

- *Vocation across the Academy* and *The Purposeful Graduate* at \$26/book (discounted price and shipping per book, average) x 25 copies for workshop, retreat, and book discussion use. \$1300.

Project Oversight

- In the first year, three project directors each receive stipend of \$1000; in the second and third years, two project directors with additional summer responsibilities each receive a stipend of

\$2000. For all three years, 40 hours of staff time at \$20/hour for administrative assistance. Grant funds will pay FICA in year one. The institution will cover FICA in years two and three.

Other

- Coffee at \$25/carafe and small snacks. In the first year, four events for faculty at \$60 per event (\$240).

Year Two:

Summer Workshop

- Faculty/staff stipends/honoraria. As in year one.
- Refreshments. As in year one.

Fall Retreat – vocational exploration studies

- Lodging: One night at regional retreat camp at \$75/person x 25 participants from varied fields of study.
- Stipends for facilitators: \$500 per person for five workshop leaders to plan and lead the retreat.
- Meals: Four meals for 25 participants. Breakfast at \$8/person. Two lunches at \$15/person each. Dinner at \$30/person. These figures include local sales taxes and lodging service charges on meals.
- Resources: books (tbd) at \$16 per person for 25 participants, \$95.10 for paper, pens, other office supplies

Community Engagement Dinner

- NetVUE maximum honorarium for one occasion. If the speaker remains for a second day's event, the institution will support an additional honorarium as appropriate.
- Travel, meals, and lodging: Airfare and parking reimbursement is projected at \$350. Lodging is \$100/night including taxes for two nights. Meals in route will be about \$50.
- Dinner for 50 mentor pairs (100 participants total, including students and mentors) at \$35 each

Interfaith student club planning meeting and vocation exploration night

- Dinner for 20 members of interfaith student club to plan vocation exploration night (\$20 per person)
- Refreshments for vocation exploration night for the campus community (75 attendees anticipated each night x 2 nights x \$8 per person)

Summer mini-grants

- Stipends of up to \$750 per person for research/scholarship related to vocational exploration (10 faculty)

Year Three:

Summer Workshop

- Workshop will take place over two days at a local facility. Anticipated rental for the entire facility is \$1,400 per day. We anticipate attendance by 100 faculty, staff members and community partners.
- Workshop will be facilitated by four leaders from the grant planning team, each receiving a stipend of \$1,000. Social Security and Medicare tax at 7.65% will be provided from grant funds.
- Refreshments. Lunch and afternoon refreshments, at an average cost of \$11.50 per person per day.

Community Engagement Dinner

- NetVUE maximum honorarium for one occasion. If the speaker remains for a second day's event, the institution will support an additional honorarium as appropriate.
- Travel, meals, and lodging: Airfare and parking reimbursement is projected at \$350. Lodging is \$100/night including taxes for two nights. Meals in route will be about \$50.
- Dinner for 50 mentor pairs (100 participants total, including students and mentors) at \$50 each (institution will cover \$15 per participant, matching donations cover \$35 per participant).

Showcase: summer mini-grant research/scholarship presentations

- Refreshments for 100 showcase visitors and presenters at \$9 per person (\$900 total)
- Materials for preparation of 40 posters (poster blanks, printer ink, pens, etc.) (\$12.50 avg. per poster)
- Presenter and showcase partner dinner for 50 presenters and partners, at \$50 per person

Other: grant review and assessment

- Stipend of \$1,500 for grant assessment director work throughout the grant period (paid in grant year 3, upon completion of assessment meeting and report). \$1,000 plus FICA of 7.65% paid from grant funds, \$500 plus FICA of 7.65% paid from institutional funds.
- Stipends paid for assessment team preparation and participation - \$500 per participant x 10 participants, plus FICA, to be paid from institutional funds.
- Rental of small offsite meeting room to be paid from grant funds (\$225)
- Breakfast and lunch for grant leadership team assessment day meetings. 15 people x \$40 per person (\$10 breakfast + \$30 lunch)