



## UConn Co-op Legacy Fellowship – Change Grant Tips for Estimating Your Budget

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When preparing your budget, you need to be detailed and specific, explaining the supplies and materials you will need and why those materials are necessary.

### Examples of items that might be a part of your budget:

#### Consumables

Think about each step in your project and anticipate the needed supplies and materials. Expenses should be justified by their relation to the proposed work and documented to current costs.

Below are a few examples of expenses students have included in their budgets:

- Teaching materials
- Art supplies
- Research materials
- Lab supplies
- Printing costs
- Books or software (if not available through the Library or through UConn ITS)
- Building supplies
- Marketing materials
- Participant compensation
- Presentation costs
- Prototyping materials
- Small equipment such as recording devices
  - Equipment purchases must be pre-approved and may be subject to University purchasing requirements as well as University ownership of equipment once the project has ended.

#### Travel

Travel may be budgeted as part of a proposal if the travel is necessary for the proposed work. Common travel expenses are included below.

- Transportation, including vehicle fuel allowance, parking fees, taxi/shuttle/train or bus fare: Review information on the UConn [Travel Services website](#) for current mileage reimbursement rates. The mileage reimbursement rates and mileage charts provided on the Travel Services website will help you estimate your travel expenses.
- Airfare: Search the web to get an estimate of costs and use an average number for your budget. Take into account factors that may impact ticket prices, such as seasonal or holiday rates.
- Lodging: Review information on per-diem reimbursement rates on the [Travel Services website](#) to help you determine a reasonable estimate.
- Meals: Review information on per-diem reimbursement rates on the [Travel Services website](#) to help you determine a reasonable estimate.

- International Travel: If you plan to travel outside the U.S. you will need to research and factor in the costs for visas and immunizations (if applicable), and health insurance while abroad (available through UConn [Education Abroad](#)). Also consider how much you may need for expenses such as phone and internet access.

### **Exclusions and Restrictions**

There are exclusions and restrictions on the use of Change Grant funding. These include, but are not limited to the following:

- expenses associated with being a UConn student (tuition, fees, living expenses, personal expenses)
- personal stipend
- purchase of durable equipment, including but not limited to computers, cameras, and microscopes

Hiring or compensating assistants or contractors for external services will be evaluated on an individual basis. Please discuss this with the program coordinator for guidance before applying to determine if your intended expenses can be covered with Change Grant funding.

### **Important note for financial aid recipients:**

If you are a financial aid recipient (including tuition waivers, residential assistant waivers, loans, grants, work-study employment), your financial aid package may be revised as a result of this award. Please contact the Office of Student Financial Aid Services at (860) 486-3474 to discuss how this might affect your financial aid package.

### **Questions?**

If you have questions on preparing a budget or if you have a question about allowable expenses, please contact program coordinator Melissa Berkey at [Melissa.berkey@uconn.edu](mailto:Melissa.berkey@uconn.edu). Students can schedule a meeting with Melissa through Nexus or email to review budgets and other application materials prior to applying.