

Budget Template Instructions

Please use this budget template to supplement your proposal. The completed budget should be included as the **third page** of your proposal.

When preparing your budget:

- If you are attending a conference, please include the link to the conference registration and notification that you are presenting.
- Clearly identify the expenses for which you are requesting Graduate School funding.***We do not cover taxes***
- List any additional funding sources you have applied for or plan to apply for, such as the **Student Government Association (SGA)**, your **academic program or department**, or the **conference organization**. You need to at least submit One other Funding Source that you are pursuing, under description, you can include an email of you reaching out to them.

Providing a detailed and realistic budget will help reviewers better evaluate your funding request.

Budget		
Item Description	Cost	Link
Hotel		
Ground transportation at the conference location		
Conference registration		
Total		

Other Funding Sources You Are Pursuing		
Source	Amount	Description