

**Internal Faculty Grants  
Budget Planning Guide  
Academic Year 2024-2025**

**Faculty Member Name:** \_\_\_\_\_

**Academic Department/School:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Budget Expenditures:** *This is just a guide. Please attach a detailed budget justification of your expenses; this form is optional but the budget narrative/justification is not.*

**Supplies** (Not exhaustive list; you must explain the reasons for your requests in your budget justification)

	<b>Amount</b>
<b>Software</b>	\$ _____
<b>Hardware</b>	\$ _____
<b>Other</b>	\$ _____
<b><u>Travel (1; for research purposes only)</u></b> <i>Please be specific and detailed</i>	\$ _____
<b><u>Research participant stipends</u></b> (if relevant)	\$ _____
<b><u>Personnel Requirements</u></b> <i>If any, please explain</i>	\$ _____
<b><u>Student Employment (2)</u></b>	
Undergraduate (\$16-18 per hour)	\$ _____
Graduate (\$20-22 range per hour)	\$ _____
<b><u>Other</u></b>	\$ _____
<b>TOTAL (not to exceed \$5,000 or \$6,500)</b>	\$ _____

- (1) Requests for travel will be considered only if required for the proposed research; however, travel to professional meetings and other routine activities will not be supported. For travel and reimbursement policies see the [Adelphi Financial and Administrative Reference Guide](#).
- (2) Student Employment – for other sources of student funding, consider employing work study students and/or our Hire a Panther program. Work study students will be employed by the PI's home department.