

Applicant Name: [Last, first name]

Title of work: [Full title of work]

Recommender Name: [Full recommender name and their title]

Summary Table

Last Name_First Name	Mat/Supp	Serv/Out	Travel	Non-Stipend Subtotal	Stipend Subtotal	Total
Budget_Sample	\$0	\$0	\$1624	\$1624	\$320	\$1944

Itemized Budget with Justification

Item #	Item Name	Qty.	Cost per Unit	Cost	Justification
MATERIALS AND SUPPLIES					
Mat/Supp Subtotal				\$0	
SERVICES AND OUTSOURCING					
Serv/Out Subtotal				\$0	
TRAVEL					
1	Airfare: HNL-SFO 4/3-4/8, 2025	1	\$600	\$600	Airfare needed to travel to the conference venue. This was the cheapest flight available for the conference dates
2	Conference Registration Fee	1	\$110	\$110	Non-member registration fee to present at the conference
3	Lodging The Marker San Francisco 4/3-4/8, 2025	4 days	\$112	\$448	This hotel is significantly cheaper than the hotel hosting the conference. But it will require daily ground transportation to the conference venue
4	Ridesharing	8	\$12	\$96	Transportation cost to travel from the hotel to the conference venue
5	M&IE 4/3-4/8, 2025	5 days	\$74	\$370	Per diem rate according to federal guidelines for 4 days in San Francisco
Travel Subtotal				\$1624	
Non-Stipend Subtotal				\$1624	
STIPEND					
6	Stipend	20	\$16	\$320	Stipend to prepare my slides and practice my presentation, including recording myself to go over it with my mentor. This presentation is not for credit/course.
Stipend Subtotal				\$0	
Total Funding Requested				\$1944	

Outside Funding Source

Outside Funding Sources					
Item #	Item Name	Qty	Cost per Unit	Cost	Justification
1	Department travel grant	1	\$50	\$50	I am doing a poster presentation in addition to my oral presentation with slides. I received \$50 from my department to print my poster.
Outside Funding Source Total				\$50	

Stipend table

Date Range	Hours	Cost	Description of Tasks
3/1-3/15	15	\$240	I will prepare professional PowerPoint slides and a poster for my presentations. My slides include extensive GIFs and other visuals to help engage the audience. I also need to prepare a poster for my poster presentation
3/20-3/25	5	\$80	I will practice giving my timed presentation at least three times in addition to my poster presentation. I plan to record both and share it with my mentor for feedback.
Stipend Subtotal			
3/1-3/25, 2025	20	\$320	Stipend to prepare my slides and practice my presentation, including recording myself to go over it with my mentor. This presentation is not for credit/course.