**Attachment A**: **Small Grant Budget Template**

Please include budget details and calculations in addition to the total expenses for each category.An Excel budget template is available [**here**](https://www.minotstateu.edu/busoffic/pages/gc-sample-budget.shtml) (<https://www.minotstateu.edu/busoffic/pages/gc-sample-budget.shtml>) to assist you in preparing your budget, as needed.

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| --- | --- | --- |
| **Project Title:**  **Faculty Name:** | | |
| **Budget Narrative Description** | **Expense Total** | **Timeline for Use** |
| **Student Assistance**  *MSU student employment wage* [***guide***](https://www.minotstateu.edu/Hr/Student-Wage-Policy.pdf)  (https://www.minotstateu.edu/Hr/Student-Wage-Policy.pdf) |  | |
| (# students x # hours x rate = total) |  |  |
| **Student Assistance Fringe Benefit**  *Part-time/temporary employee rate is based on 7.65% for Social Security and 1.06% for Workers Compensation. Total 8.71%.*  (Student wage total x **8.71%** fringe rate = total) |  |  |
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| **Travel (for research purposes only)**  *MSU travel* [***guidelines***](https://www.minotstateu.edu/busoffic/documents/faculty-staff/important_travel_information.pdf) (<https://www.minotstateu.edu/busoffic/documents/faculty-staff/important_travel_information.pdf>) & *(*[*https://www.minotstateu.edu/busoffic/pages/mileage-information.shtml*](https://www.minotstateu.edu/busoffic/pages/mileage-information.shtml)*)*  *In-State per diem & mileage rates.*  Mileage [**info**](https://www.minotstateu.edu/busoffic/pages/mileage-information.shtml), in-state rate $.70/mile)  Lodging in-state rate $110/night including tax  Per diem in-state rate $45/day  *Out-of-state per diem rate* [*guide*](https://www.gsa.gov/travel/plan-book/per-diem-rates). |  | |
|  |
| **Airfare** (estimated cost per flight x # people = total) |  |  |
| **Mileage** (miles x per mile rate x # vehicles = total) |  |  |
| **Lodging** (nights x price x # people = total)  **Per diem** (per diem rate x # days x # people = total) |  |  |
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|  | | |
| **Supplies** *(itemize)* |  |  |
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|  | | |
| **Equipment** *(itemize)* |  |  |
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|  | | |
| **Other anticipated expenses** *(itemize)* |  |  |
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|  |  |
|  | | |
| **Total** *(not to exceed* ***$4,000****)* |  |  |
| **Important:** No expenses may occur prior to **July 1, 2025**. Projects must expend or encumber all expenses by **June 30, 2026**. |  | |