

# Budget Section Writing Guide for an OUR Project Award Application



**Goal of the Budget Section:** Demonstrate your understanding of what it will cost to complete your proposed research and that the scope of the budget is reasonable and aligns with the allowable budget for the program. Your proposed budget should identify all the expenses that are necessary and reasonable for the success of your research project. While it may seem like a good idea to underestimate your budget, it is not and can give the reviewers the impression that you haven't completely planned out your project or thought critically about what it will take to complete it.

## What to Include in the Budget?

- What items are you going to purchase?
- How much does each item cost? How many of each item will you need? What is the total cost of that item?
- What is each item being used for in the project?
- Is your budget realistic? Credible?
- Include both (1) a table of costs of the project as well as (2) a written description of what will be purchased and how it will be used in the research (i.e., the Budget Justification)

## Things to Consider While Drafting:

- Will you need to print a poster for the Student Scholar Symposium? (cost is ~\$45 at the Commons Service Desk)
- Will you be receiving funding for other sources? Name the sources and how much each one will be contributing
- What is the total cost of the project?
- How much funding will you be requesting from OUR? Do the budget math before submitting to reviewers  
Example: "We request a total of \$500 from OUR for our project."
- The budget is more than just a series of numbers or chart mapping expenses; the budget is a key part of the planning process
- Every item listed in the budget should be justified to show its importance to the project
- The budget should be well tied to your project description – ideally, the reviewer should be able to look at your budget table and justification and have a general sense of what you are proposing to do without reading your project description
- Do not forget to consult with your faculty mentor and department Office Administrator to obtain University negotiated rates and prices – this will make your budget go farther and will tell the reviewer that you have done your planning

## Common Budget Mistakes:

- Poor justification for budget items
- Missing information
- Calculation errors – check your math!
- Failure to include total funding requested
- Failure to include an itemized chart
- Failure to include a paragraph summarizing the reasons for requesting funding for each item

## Example Budget 1 for an OUR Project Award Application



ITEM	DESCRIPTION	VENDOR	TOTAL COST
Test Tubes	Case of 1000 disposable borosilicate glass tubes; UWF has free shipping; 2 cases @ \$112 each = \$224	Fisher Scientific	\$224
Pipet Tips	Pack of 500 standard pipet tips; UWF has free shipping; 3 packs @ \$54.80 each = \$164.40	Fisher Scientific	\$164.40
Sodium Bicarbonate	3kg bottle of sodium bicarbonate powder; UWF has free shipping; 1 bottle @ \$197 each = \$197	Fisher Scientific	\$197
Poster Printing	Poster for 3'X4' poster for Student Scholars Symposium	UWF Commons Service Desk	\$45
		<b>Total Project Budget</b>	<b>\$630.40</b>
		<b>Amount Requested from OUR Project Award</b>	<b>\$500.00</b>
		<b>Amount Supported by Faculty Mentor's Seed Account</b>	<b>\$130.40</b>

The sodium bicarbonate, pipet tips, and test tubes will be used for analyzing the concentration of ammonium in the water samples from the bayou transect. I anticipate presenting this research at the UWF Student Scholars Symposium in the spring; the cost of printing my research poster at the UWF Commons Service Desk is estimated to be \$45 for the required 3'X4' poster size. The total cost of the proposed project is estimated at \$630.40, which exceeds the allowable budget for an OUR Project Award. **\$500 is requested from OUR and the project balance of \$130.40 will be paid for by my faculty mentor (Dr. John Smith) through his seed account.**

## Example Budget 2 for an OUR Project Award Application



**BUDGET TABLE:**

Item	Vendor	Unit Cost	# of Units	Total Item Cost
Gamblin oil paint – alizarin crimson in 37mL tube	Dick Blick	\$13.84	1	\$13.84
Gamblin oil paint – burnt sienna in 37mL tube	Dick Blick	\$8.21	1	\$8.21
Gamblin oil paint- cadmium red deep in 37mL tube	Dick Blick	\$23.21	2	\$46.42
Shipping of Dick Blick order		\$25.00	1	\$25.00
Speedball 8oz Mona Lisa linseed oil (free shipping)	Amazon	\$6.87	5	\$34.35
Aluminum paint tubes – box of 48 (free shipping)	Amazon	\$37.47	1	\$37.47
Metal paint tube squeezer (free shipping)	Amazon	\$2.99	1	\$2.99
			<b>TOTAL PROJECT BUDGET</b>	<b>\$168.28</b>

**BUDGET JUSTIFICATION:**

The various colors of Gamblin oil paint will be used to create the 4 pieces as proposed for this project. The proposed technique of using thinned paint will be accomplished with the addition of linseed oil to the oil paints. And the resulting thinned paints will be stored in the aluminum paint tubes, which prevent oxidation of the colors. The metal paint tube squeezer is a tool used for sealing the aluminum paint tubes. **I request a total of \$168.28 from OUR to support the project titled “From the Ashes”.**