McNair Research Project Budget Request

Please be sure to complete this form in full. The term "Project" below could refer to your research, including summer research and/or conference/institutional visit. *All Scholars are strongly encouraged to seek alternate forms of funding *prior* to requesting support from the McNair Program.

PLEASE NOTE THAT YOUR BUDGET MUST INCLUDE A LIST OF EACH ITEM, ITS DESCRIPTION OR *PURPOSE* AND THE REQUESTED AMOUNT. (**NOTE:** Please attach a quote from the vendor to this form.)

ALLOWABLE EXPENSES: research supplies, equipment, stamps, office materials, software, books, professional memberships and mileage for research-related travel.

NON-ALLOWABLE EXPENSES: gifts, personal items, food, alcohol, flowers.

First Name: _____ **Last Name**: _____
LU#: _____

Anticipated Date of Need: _____

Project Title: _____

Project Budget:

Item Name / Description / Purpose	Quantity	Unit Price	Total Cost
Total Budget for Project			

Other funding sources (if any):

Department / Organization Name	Name of Award	Status	Amount
Total Budget for Project			

TOTAL AMOUNT REQUESTED FROM MCNAIR
(Total Budget for Project subtracted from Total Other Funding):   _____

By signing this form, I verify that all the information provided above is accurate.

McNair Staff Name: _____   Scholar's Name: _____
McNair Staff Signature: _____   Scholar's Signature: _____

Date Request form Received from Scholar: _____