**VIRGINIA ACADEMY OF SCIENCE**

**2016 FALL UNDERGRADUATE RESEARCH GRANT APPLICATIONS and FALL UNDERGRADUATE RESEARCH MEETING**

**Budget Form**

Undergraduate Research Grant Application

* **Please use your computer to fill in all the fields** (appear as gray areas on computer screen which expand as information is added) **on this interactive form.**
* **After completing this form please save it on your computer** (Word DOC or DOCX format preferred)**. Please name the file as follows – Student Name(s) – Budget Form.**
* **The Budget Form (in electronic format) must be submitted as part of the Undergraduate Research Grant Application Materials** (according to Submission Instructions provided at end of this form)**.**

**Grant awards are limited to no more than $500.00.** Indicate how the funds will be used for this project. The budget can include the categories listed below. The budget should not include salary, wages, or cost of publications; and indirect costs (overhead charges) are not allowed.

1. Budget Categories:

a. Small equipment or accessories $

 (Explain below)

b. Supplies $

 (Give general categories below)

c. Travel costs to research sites $

 (Justify below)

d. Contractual services $

 (Specify below)

e. Other $

 (Itemize below)

f. TOTAL REQUESTED: $

**SUBMISSION INSTRUCTIONS:**

* **Completed grant application materials should be emailed to Robert Atkinson (****atkinson@cnu.edu****).**
* All required forms [Application Form (with institutional grant cover letter/form if required), Student Information Form(s), Mentor Information Form(s), Budget Form, Project Description Form] **must be** **attached to a single email message**
* All of the following information must be **included in the email subject line**: Last Name(s) of Applicant(s) – UG Research Grant Application
* **The deadline for student applicants to submit grant application materials is Saturday, October 1, 2016** (by midnight)**.**