



Humanities Without Walls Grand Research Challenge

Budget Guidance for HWW GRC Applicants

NB: Budget design should reflect the priorities of reciprocity and redistribution through equitable remuneration of all collaborative partners, whether they are faculty of institutions of higher education, community partners, and/or graduate students.

The application to the GRC includes two separate budget forms. Guidelines for these documents can be found below.

1. The **budget spreadsheet** is designed to capture the pertinent financial information within the categories provided. All expenses for your project should fit into one of the existing budget categories. If you find that you need to alter the budget form, please contact us at HWW-info@illinois.edu for assistance.
2. The **budget justification form** provides an outline of the categories on the budget spreadsheet. This document should explain budgeting decisions in narrative detail to provide a clear understanding of the necessity and basis for all proposed costs.

Acceptable budget items to detail in the above forms include: air and ground travel, hotel/accommodations, speaker fees/honoraria, venue fees, copying/reproduction costs, publicity costs, graduate student assistantship stipends, and hourly research assistant costs.

In general, the budget justification should explain the methodology by which the budget numbers were calculated. For example, for a salary calculation, instead of indicating "1-month summer salary - \$10,000," you might write, "1-month summer salary @ base salary \$90,000 on 9/12 appointment=\$10,000. A narrative description of each individual's role in the project would also be appropriate. Similarly, for travel expenses, please provide detailed information regarding each trip. For example, "4 trips per year to meet with collaborative institution X. Hotel: 3 nights @100 night=\$300; Airfare: \$250, Per Diem: 50/day x 3=\$150. Total per trip \$700 x 4 =\$2800."

Consultant fees/costs, honoraria, or stipends for Community Research Collaborators should reflect acceptable processes within the PI's institutional structure for remuneration for non-university contractors. The budget justification should include the amount and timing for these funds and whether distribution will be re-occurring (\$1,000 per month for 12 months=\$12,000); paid per specific time period or consultation (\$100 per day of in-community research @ estimated 50 days=\$5,000); or by project component (\$500 for write-up or review of research materials).

Summer salaries are allowable but must not total more than \$10,000 per participant (not including applicable fringe benefits) and should comprise no more than 20% of the award budget (again, not including applicable fringe benefits). All positions for which summer salary is

requested should be named and described in the budget & budget justification. The determination of each summer salary must be spelled out explicitly in the budget justification. Food and catering costs are allowable but (1) must constitute no more than 3% of the total budget, (2) must be called-out and broken-down in the budget justification in a detailed manner which indicated your home institution's upper spending per meal, an estimate of the number of attendees; a robust justification must be provided for the inclusion of these expenses.

Prohibited items: Faculty salary replacements, staff salaries, basic equipment purchases (such as computers), and alcoholic beverages included in costs for meals/receptions related to projects will not be funded. Indirect costs are not allowed.

See the FAQ on the HWW website for more detailed information on allowable expenses.