**International Research Opportunities Program (IROP) – Budget Form**

**Student Name:**

**UNH ID#:**

**UNH Mentor Name:**

**Research Location:**

**Please review the Budget Instructions before completing this form**. In all categories, provide the exact cost for each item, briefly noting its importance to your project. If you will have contributions from other sources (e.g., department, external grant, etc.), complete the “Contributions from Other Sources” table and subtract this amount from your final budget request. Note: This form was created as a table in Microsoft Word, so you should be able to manipulate it to fit your needs. You may enter information on the form electronically, save it, and return to it later for completion. Also, if you need more space, you may add rows to this form or attach a separate document to this form that follows the same format. To add rows using Word: With the cursor in an existing row, click on “Layout” under “Table Tools,” then select “insert above” or “insert below” under “Rows & Columns.”

|  |  |
| --- | --- |
| **SUPPLIES** |  |
| **Item** | **Purpose** | **Cost per Unit** | **Quantity** | **Total Cost** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Supplies Subtotal** | **$** |

|  |  |
| --- | --- |
| **OTHER EXPENSES (photocopies, computer time, phone calls, postage, research site access fees, etc.)** |  |
| **Item** | **Purpose** | **Cost per Unit** | **Quantity** | **Total Cost** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Other Expenses Subtotal** | **$** |

|  |  |
| --- | --- |
| **PERMANENT EQUIPMENT (see instructions about durable equipment in Budget Instructions.)** |  |
| **Item** | **Purpose** | **Cost per Unit** | **Quantity** | **Total Cost** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Permanent Equipment Subtotal** | **$** |

|  |  |
| --- | --- |
| **TRAVEL** |  |
| **From/To Primary Research Site** | **Mode of Transportation** |  |  | **Total Cost** |  |
|  |  |  |  |  |
| **From/To In-country Research Sites**  | **Purpose and Mode of Transportation** | **Cost per trip** | **Number of trips** | **Total Cost** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Travel Subtotal** | **$** |

|  |  |
| --- | --- |
| **HOUSING** |  |
| **Where will you stay?** | **Cost per week** | **Total Cost (9 weeks)** |
|  |  |  |
| **Housing Subtotal** | **$** |

|  |  |
| --- | --- |
| **MEALS** |  |
| **Where will you take most meals?** | **Cost per week** | **Total Cost (9 weeks)** |
|  |  |  |
| **Meals Subtotal** | **$** |

|  |  |
| --- | --- |
| **TOTAL ESTIMATED EXPENSES** | **$** |

|  |
| --- |
| **CONTRIBUTIONS FROM OTHER SOURCES:** With the assistance of your faculty mentor, please list any contributions of equipment, supplies, or financial support and their sources being made toward your project (i.e., department, external grant, work study). |
| **ITEM** | **SOURCE** | **ESTIMATED VALUE** |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Other Sources Subtotal** | **$** |

|  |  |
| --- | --- |
| **TOTAL REQUESTED FUNDS (Total of estimated expenses minus Other Sources)** | **$** |