

Magellan Scholar BUDGET FORM

INSTRUCTIONS for Word document

NOTES:

- 1) If your computer does not support the use of the Budget form document, please email the Office of Undergraduate Research (our@sc.edu) and request a no-frills Word budget form.
- 2) Having trouble converting to PDF (is your table blanking out)? See bottom of page 2.

1) Save form to your computer.

- 2) Open the saved form from your harddrive.
- 3) Enter student's name. For group projects, please complete a budget form for EACH student – this may require dividing the materials/supplies between students.
- 4) Double click on table (anywhere within table).
- 5) SALARY BOX

- a. Under "Hours" enter the ESTIMATED number of hours you expect to work while taking classes and the ESTIMATED number of hours you expect to work while NOT taking classes (if you are not taking any classes during the summer, this is where you would enter these numbers).
- b. Under "Rate," enter the HOURLY salary you will be paid. Enter the number as X.XX. NOTE: This MUST be decided by or approved by your mentor. If there is a standard departmental rate, this is the rate that should be used. The minimum is \$7.25 (SC minimum wage), maximum of \$15/hour; the mode (most common) is \$10/hour.
- c. The subtotal should generate automatically. If not, for the "Taking Classes" row, multiply the hours by the rate and enter this number under subtotal. Repeat for "Not taking classes."

- 6) FRINGE RATE: This box should automatically calculate the fringe based on the salaries calculated under #5 above. **If it doesn't, follow the directions below**

What is fringe? [Fringe benefits are various non-wage compensations provided to employees in addition to their normal wages or salaries. This includes things like: FICA (Social Security and Medicare), unemployment, insurance for workplace accidents (worker's comp), etc. This is something that is added on to every job that you will ever have but it isn't something you generally are aware of, until you get things like health insurance, vacations, sick leave, and retirement. When you are taking classes, the only cost is worker's comp.] The fringe rate is calculated differently when you are taking classes and not taking classes.

- a. For the "Taking classes" row:
 - i. In the first box after "taking classes," enter the subtotal from the Salary box – taking classes. This should be entered as X.XX.
 - ii. In the second box after "taking classes," enter 0.006.
 - iii. Multiply the "taking classes" salary subtotal times 0.006.
 - iv. Enter this amount in the third box across from "Taking classes" (in the "Subtotal" column) as X.XX.
- b. For the "Not taking classes" row:
 - i. In the first box, enter the subtotal from the Salary box – "not taking classes." This should be entered as X.XX.
 - ii. In the second box after "not taking classes," enter 0.0828.
 - iii. Multiply the "not taking classes" salary subtotal times 0.0828.

iv. Enter this amount in the third box across from “Not taking classes” (in the “Subtotal” column) as X.XX.

- 7) MATERIALS/SUPPLIES: Enter the estimated total of materials and supplies you will need for your project under the subtotal column as X.XX. List each item in the BUDGET JUSTIFICATION section with estimated cost. Please review the “approved expenses” list in Section V of the Guidebook.
- 8) TRAVEL: Enter the estimated total for travel expenses under the subtotal column as X.XX. Itemize the travel expenses in the BUDGET JUSTIFICATION section.
- 9) TOTAL: This box should autocalculate. If not, add together each of the subtotals for: taking classes salary, not taking classes salary, taking classes fringe, not taking classes fringe, materials/supplies, and travel.

What if the TOTAL is greater than \$3000? It’s ok if your total is over, but the maximum award is \$3000. If your total is over \$3000, then you need to explain in the BUDGET JUSTIFICATION section how the additional expenses will be covered (see the example below).

- 10) AMOUNT REQUESTED: In this box, enter the total you are requesting. This must either be the same amount as in the TOTAL box (if less than 3000) OR 3000. *ROUND to whole dollars – no cents*. Do NOT put more than 3000 and do NOT put a number higher than what is in the TOTAL box. REMINDER if project total is over 3000, see #9 above.
- 11) To close the spreadsheet window: Make sure the cell labeled as “Student Salary” is in the upper-left corner of the spreadsheet window. If it is not, move the blue margin sliders until it is showing properly. Move the cursor off the spreadsheet and click once.

12) BUDGET JUSTIFICATION:

- a. Student salary: at minimum, this section should indicate how many hours per week and how many weeks the student will be working and at what hourly rate – both while taking classes and not taking classes. Additional information may be included if clarifications are needed.
- b. Materials/Supplies: this section should list the items needed to be purchased, quantity, and the estimated cost. Be sure to include an additional 7% for tax purposes.
- c. Travel:
 - i. Domestic: estimates should include transportation costs (standard rates for personal vehicles or ticket estimates from recognized travel sites), lodging, food (standard rates for in-state and out-of-state), registration costs, local transportation, etc.
 - ii. Foreign: include flight estimates from recognized travel sites, lodging estimates, food (standardized rates are available based on country), registration costs, local transportation, etc.

NOTE ON BUDGETS: It is understood that budgets are estimates and that changes can occur (and are expected to occur) during research. Research mentors have the authority to approve/disapprove changes within the Magellan Scholar grant without contacting the program administrator as long as the change is in keeping with the framework of the Magellan approved project and does not exceed the funds awarded.

PROBLEM? Is your table blanking out when you convert to PDF? This is common and an easy fix.

- Open your word doc budget
- Left click ONCE on the table
- Then right click (keeping the cursor over the table area)
- From pop-up window, select [cut] (this will make the table disappear – don’t panic)
- At the upper left of your WORD doc, click on “down” arrow under the Paste icon
- Select “Paste Special”
- Select “Picture (Enhanced Metafile)”
- Click “OK”
- Be sure to SAVE your document
- And now you can...Convert to PDF

Magellan Scholar BUDGET FORM

Student's Name: Jane Doe

Double-click on table to enter data

Student salary	Hours <small>Estimated number of hours student will work</small>	Rate <small>Enter the hourly wage</small>	Subtotal
Research hours during semesters when enrolled in classes	90	\$9.00	\$810.00
Research hours during semesters when NOT enrolled in classes	100	\$9.00	\$900.00
Fringe: Student salary * student fringe rate (What is fringe? See budget instructions or guidebook)			
Enrolled in classes	\$810.00	0.60%	\$4.86
NOT enrolled in classes	\$900.00	8.28%	\$74.52
Materials/Supplies	Enter sub-total from below:		\$655.00
Travel	Enter sub-total from below:		\$1,388.00
TOTAL:			\$3,832.38
Amount requested for MGS award:			\$3000*

Budget Justification

NOTE: Magellan Scholar awards are processed through "E" funds. All expenditures MUST remain compliant with E fund procurement requirements. All budgets must be reviewed by department business managers prior to submission.

Student Salary: Indicate estimated number of student research hours per week and hourly rate separated by semesters when student is enrolled in classes or not enrolled in classes (generally fall or spring vs summer semesters). Time during breaks (Fall, Winter or Spring break) are still hours during semesters of enrolled classes.

While taking classes: 10 hours per week for 9 weeks at \$9.00 per hour
Over the summer: 20 hours per week for 5 weeks at \$9.00 per hour

Materials/Supplies: Indicate items, quantity, and estimated price. *Be sure to include taxes on all purchases.*

Are you requesting funds for participant incentives? You must attach an approval memo from business manager – see guidebook.

Special gadget (2 @ \$70 each): \$140
Gizmo (4 @ \$100 each): \$400
Printing costs for flyers, programs, posters: \$65
Discovery Day poster printing: \$50

TOTAL = \$655 (~\$500 in expenses will be covered through the Magellan Scholar award; additional costs will covered by mentor)

Travel: Indicate location, purpose of travel, provide **itemized** costs (list out each cost separately: transportation, lodging, registration, etc). For conferences, provide name of conference, dates, and explain why this conference is most appropriate. *No more than \$1000 is permitted for conference travel.*

21st annual conference of the specialists association in San Francisco, CA
Airfare (roundtrip): \$600 (from Expedia, Orbitz, Delta, etc)
Lodging: \$150/night (incl tax) for 4 nights @ [name of hotel] = \$600
Meals: \$32/day for 4 days = \$128
Taxis (to and from airport) = \$60

TOTAL: \$1388 (~\$1000 will be used toward travel from Magellan Scholar program; student will seek additional funds from department or will cover expenses out-of-pocket)

*NOTE: Expenses beyond the \$3000 award will be covered by mentor (for Material/supplies) and by student (travel)