Information and Guidelines for SEAC Budgets

- The budget should present specific line itemization for _each year_ of funding that is requested. Please show the total budget request as anticipated separate Year 1 expenses and Year 2 expenses.
- Monies should be spent by June of the grant year in which they are budgeted, if at all possible. (For example, expenses budgeted for the first fiscal year of the grant should be spent by June 30 of that fiscal year.) Funds awarded but not spent in year one may be available in year two but _do not automatically roll into year two's budget_. Requests to do so, and a revised budget, must be submitted for approval.
- Faculty salary release awarded will include fringe. Include the fringe benefit calculation in your budget request for faculty compensation. If you do not provide that calculation, your request will be recalculated to include it. For example, if your proposal shows $2000 salary release without designating the amount of fringe, the award total will be recalculated as % salary + fringe = $2000. Each faculty member for whom salary release is requested should appear as a separate budget line itemization.
- A Memorandum of Understanding (MOU) for salary release will be provided to be signed by faculty and department chair after the confirmation of SEAC award.
- Faculty may hire staff from UNM Temp services or student employees if they work solely on the SEAC activities. Temporary or student employee wage requests should also include fringe, if applicable. SEAC funds may not be used to cover a portion of a regular staff position salary.
- If proposals contain requests for work such as data collection, analysis, research assistance, videographer, etc., investigators must indicate who will be doing this work (temps, students, UNM personnel, etc.).
- Research related supplies, books, and software may be purchased using SEAC funds.
- SEAC funds may be used for research travel to collect data or present SEAC data. Travel funds are limited to up to $1000 for one faculty member, with matching funds, and/or up to $2000 for one learner.
- Gift certificates or gift cards are allowed, e.g. for incentives for completion of surveys.
- Extra compensation from SEAC Fund for faculty and staff is not allowed.
- Purchase of iPad (or similar) may be allowed if required to complete the project.
- Maximum allowable budget is $10,000. However you do NOT have to budget that full amount. Many successful SEAC grants have been awarded with requests for smaller amounts.

See samples of complete and incomplete budgets below:

Sample of a _complete_ Budget:

Year one (use by June 30, 2019)

Dr. Jack Black, salary release for 1% of FTE (including fringe)	$2500.00
Survey Monkey Tool	$200.00
Data Analysis: PEAR 15hrs @ $60/hr	$900.00
Data Entry: Student Employee @ $15/hr	$500.00
Software	$200.00

Year two (use by June 30, 2020)

Dr. Jack Black, salary release for 1% of FTE (including fringe)	$2500.00
Dr. Ann Rand, salary release for .25% of FTE (including fringe) to assist with developing learning modules	$1000.00
Survey Monkey Tool	$200.00
Travel for Dr. Black to present findings	$800.00
Total:	$8800.00

Sample of an _incomplete_ Budget:

Faculty salaries	$3000.00
Equipment	$1000.00
PEAR	$500.00
Technology consultation	$500.00
Data collection	$2000.00