

UConn Caxide Scholars Program Tips for Preparing a Budget

The Caxide Scholars Program provides funding of up to \$5,000 to support approved project work.

There are limitations on how Caxide Scholar funding can be used. Not all purchases and expenses are allowable. Before applying, students are encouraged to meet with the Caxide Scholar program coordinator about their budget and intended expenses to ensure there are no conflicts.

The table below provides a **general overview** of expenses that are allowed and not allowed under the Caxide Scholars program. Additional details are included below the table.

| Allowable Expenses | Discuss with Caxide Scholar Program Coordinator | Not Allowed |
|---------------------------------------|---|--|
| Supplies and consumables | Equipment rental costs | Purchase of durable equipment |
| Participant compensation | Equipment use fees | Normal expenses of being a UConn student |
| Travel | Low-cost equipment purchases | |
| Presentation expenses | Software purchases | |
| Stipend (please see exceptions below) | Hiring or compensating internal or external contractors | |

Allowable Expenses

Applicants are encouraged to review all budget items carefully, and when possible, find economical ways to accomplish their goals. Check multiple sources to determine the cost of each significant expenditure. Investigate if there is a more cost-effective alternative to reaching your goal.

Supplies and Consumables

Consider the supplies and materials you will need for each step of your project. Your project timeline can be a useful tool to guide you. Make note of what you will need for each step, and then consider the quantities you will need. From there, research where you can purchase the supplies and materials, and what the estimated costs will be.

Examples:

- Laboratory supplies
- Art supplies
- Research supplies and materials
- Teaching supplies
- Building or prototyping materials
- Books (only if not available through the UConn Library or borrowing is not feasible)
- Publicity materials
- Printing expenses

Research or project supplies and consumables should be budgeted using reasonable estimates, documented to current costs. Applicants should consult their project mentor to determine what supplies and materials are available through the lab or department that they can use for their projects, if applicable.

Travel

Travel away from your home during the semester or the summer may be budgeted as part of a proposal if the travel is necessary for the proposed project work.

- Airfare: Search the web to get an estimate of costs and use an average number for your budget. Take into account factors that may impact ticket prices, such as seasonal or holiday rates.
- Transportation, including vehicle fuel allowance, parking fees, taxi/shuttle/train or bus fare: Review information on the UConn [Travel Services website](#) for current mileage reimbursement rates. The mileage reimbursement rates and mileage charts provided on the Travel Services website will help you estimate your travel expenses.
 - *Please Note: Do not include commuting from home to campus during fall or spring semester as part of your travel expenses. These costs are considered normal expenses of being a UConn undergraduate.*
- Lodging: Review information on per-diem reimbursement rates on the [Travel Services website](#) to help you determine a reasonable estimate. You can also review travel booking websites to determine the average rates and lodging options during the time period you intend to travel.
- Meals: Review information on per-diem reimbursement rates on the [Travel Services website](#) to help you determine a reasonable estimate.
- International Travel: If you plan to travel outside the U.S. you will need to research and factor in the costs for visas and immunizations (if applicable), and health insurance while abroad. Also consider how much you may need for expenses such as phone and internet access.

Please note that funding cannot be used to cover fees for study abroad programs, internship placement programs, or volunteer placement programs.

Other Allowable Expenses

Other expenses should be justified by their relation to the proposed work and documented to current costs.

- Participant compensation or incentives (as approved by the IRB)
- Presentation, screening, or exhibition costs
- Poster printing expenses

Stipend

Stipends defray costs and expenses during the time you are spending on an Caxide Scholars project, allowing those who would be unable to participate without support the means to be part of the program and engage in meaningful project work. To determine a Caxide Scholars stipend, we use a baseline amount of \$5,000 for 360 hours of project work, equivalent to other OUR funding programs. Stipends for fewer than 360 hours of project work are prorated.

Important note for financial aid recipients:

If you are a financial aid recipient (including tuition waivers, residential assistant waivers, loans, grants, work-study employment), your financial aid package may be revised because of receiving a Caxide Scholars stipend. Please contact One Stop Student Services at (860) 486-1111 to discuss how this might affect your financial aid package.

Expenses to Discuss with the Caxide Scholars Program Coordinator

Equipment Rental Costs

The cost of renting equipment that is not available through your department or on campus is possible through the Caxide Scholars funding. **Please discuss your project needs with the Caxide Scholars program coordinator to determine what can be covered.**

Equipment Use Fees

The cost of using equipment on campus can be covered by the Caxide Scholars Program.

Low-Cost Equipment Purchases

Equipment purchases are limited. Purchases must be pre-approved and may be subject to University purchasing requirements, as well as University ownership of equipment once the project has ended. Students are encouraged to consult their project mentor to determine what equipment is available through the department and/or the University. **Applicants need to discuss equipment purchases with the Caxide Scholars program coordinator to determine if the item(s) you want to purchase are allowed.**

Software

Software purchase is only allowed if no viable software option is available through campus computing resources. Review the [UConn Software Catalog](#) to determine what software is available through UConn ITS. The Caxide Scholars can purchase university licensed software, such as Adobe Creative Cloud, through UConn ITS for student use.

Hiring or Compensating Internal/External Contractors

Hiring or compensating assistants or contractors for internal or external services is only allowed on a limited basis and under certain circumstances. **Applicants need to meet with the Caxide Scholars program coordinator before applying to discuss the project needs to determine whether the contract services you need are allowable expenses under the grant.**

Not Allowed

Purchase of Durable Equipment

Purchase of durable equipment including, but not limited to, laptops, computers, cameras, AV equipment, or microscopes, are not allowed with Caxide Scholars funding.

UConn Student Expenses

The Caxide Scholars Program does not cover the normal expenses of being a student, including course tuition and fees, room and board costs, commuting and parking expenses during the academic year, and personal expenses.

Additional Caxide Scholars Budget Notes

Budget Exceeds \$5,000

If your proposed project budget exceeds the Caxide Scholars funding limit of \$5,000, please indicate your plan for covering additional project expenses. If your project mentor has agreed to cover expenses that exceed the funding, or if you have received funding from another source, indicate that on your budget.

Other Funding Sources

If you have applied for or received funding from another source to cover expenses associated with your proposed project, you need to disclose that in your application. This includes UConn funding sources and external funding sources.

If you have questions on preparing a budget or if you have a question about allowable expenses, please contact Caxide Scholar program coordinator Micah Heumann at Michah.Heumann@uconn.edu. Students can also schedule a meeting with Micah through Nexus or email.