UConn Co-op Legacy Fellowship – Change Grant Tips for Estimating Your Budget

The Change Grant program may award up to $4,000 in funding to support approved project work. In your application, you will need to prepare a budget. Budgets need to be detailed and specific, explaining the supplies and materials you will need and why those materials are necessary.

There are limitations on how Change Grant funding can be used. Not all purchases and expenses are allowable. Before applying, students are encouraged to meet with Melissa Berkey, Assistant Director in the Office of Undergraduate Research, to discuss their 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 Change Grant program. Additional details are included below the table.

Allowable Expenses	Discuss with Change Grant Program Coordinator	Not Allowed
Supplies and materials	Equipment rental costs	Purchase of durable equipment
Mileage/travel expenses	Equipment use fees	Normal expenses of being a UConn student (tuition, fees)
Printing and/or presentation expenses	Low-cost equipment purchases	Hiring or compensating internal or external contractors
Participant compensation for applied research projects	Books and software purchases	Honorariums or speaker fees
Stipend (please see details below)	Event Planning Expenses	Fee-based volunteer program fees

Allowable Expenses

Supplies and Materials
Consider the supplies and materials you will need for each step of your project. Outlining a project timeline can be a useful tool to guide you in mapping out your estimated expenses. Make note of what you will need for each step. Research where you can purchase the supplies and materials, and what the estimated costs will be.

Examples:
- Art supplies
- Building or prototyping materials
- Laboratory supplies
- Research supplies and materials
- Teaching supplies

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

Mileage/Travel
Mileage expenses and travel costs may be budgeted as part of a proposal if travel is necessary for the proposed work. Common travel expenses are included below.
- Current mileage reimbursement rates are $0.70 per mile. If you don't know the exact mileage, you can estimate what number of trips you intend to take and a rough calculation of the amount you are budgeting for mileage reimbursement.
    o **Example:** Estimated 5 trips, 60 miles round trip from UConn, $210 estimated mileage
- Parking fees, taxi/shuttle/train or bus fare.
- Airfare, lodging, and meals while away from campus.
- 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 (available through UConn Education Abroad). Also consider how much you may need for expenses such as phone and internet access.

Printing and/or Presentation Expenses
Printing costs can be covered by the Change Grant. These can include publication materials, marketing materials, posters, or other print jobs. Printing can be done through UConn Document Production Center. Use their price guide to anticipate expenses – https://dpc.ubs.uconn.edu. Supplies and materials for presentations, exhibitions, or screenings can also be covered.

Participant Compensation for Applied Research Projects
Participant compensation or incentives can be covered by the Change Grant. If your project requires research approvals, such as IRB, you will need to get approval before funding for participant compensation or incentives is disbursed.

Stipend
Stipends are meant to provide support for students dedicating time to a Change Grant project. A Change Grant stipend is limited to no more than half the maximum Change Grant budget - **$2,000 total per project.**

You may not receive both academic credit and stipend funding at the same time for work on a Change Grant project. If requesting a stipend, please include your estimated hours per week and weeks of project work on your budget.
- For example: I plan to spend 8 hours per week engaged in project work during the spring semester.

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 UConn IDEA Grant. Please contact One Stop Student Services at (860) 486-1111 to discuss how this might affect your financial aid package.

Discuss with the Change Grant Program Coordinator

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

Equipment Use Fees
The cost of using equipment on campus can be covered by the UConn IDEA Grant. This cost should be, at most, no more than half your Change Grant budget.

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 Change Grant program coordinator to determine if the item(s) you want to purchase are allowed.**

Books and Software Purchases
Book purchases are allowed if the book is not available through the UConn Library. 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 Change Grant can purchase university licensed software, such as Adobe Creative Cloud, through UConn ITS for student use.

Event Planning Expenses
Costs such as room rental, AV expenses, and food at events can be covered, but should be discussed with the Change Grant program coordinator to determine limitations.

Cannot Be Supported by the Change Grant

Purchase of Durable Equipment
Purchase of durable equipment including, but not limited to, laptops, computers, cameras, AV equipment, or microscopes, are not allowed with IDEA Grant funding.

Normal Expenses of Being a UConn Student
The UConn IDEA Grant 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.

Hiring or Compensating Internal or External Contractors
Hiring or compensating assistants or contractors for internal and external services is very limited and will be evaluated on an individual basis. Please discuss this with the program coordinator for guidance before applying to determine if your intended expenses can be covered with Change Grant funding.

Honorariums or Speaker Fees
Honorariums and speaker fees are not allowable expenses.
Fee-Based Volunteer Program Fees
Funding is designated to support student-designed projects. Funds cannot be used to support unpaid internships or fee-based volunteer programs.

Questions?
If you have questions on preparing a budget or if you have a question about allowable expenses, please contact program coordinator Melissa Berkey at Melissa.berkey@uconn.edu. Students can schedule a meeting with Melissa through Nexus or email to review budgets and other application materials prior to applying.