

Conferences, Workshops, Special Situations Grant Budget Page (Sample)

	Agency Support	Cost Share	Total
1. AIRFARE 10 speakers @ \$300 per round trip	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
2. MEALS 10 speakers @ \$40/day for three days	\$ 600.00	\$ 600.00	\$ 1,200.00
3. LODGING 10 speakers @ \$75/day for three days	\$ 1,125.00	\$ 1,125.00	\$ 2,250.00
4. REGISTRATION COSTS 200 people @\$30 per person	\$ 5,000.00	\$ 1,000.00	\$ 6,000.00
5. PUBLICATION COSTS (advertising, publish conference proceedings, etc.)	\$ 3,000.00	\$ ---	\$ 3,000.00
6. FACILITIES/EQUIPMENT RENTAL	\$ ---	\$ 1,500.00	\$ 1,500.00
SUBTOTAL COSTS	\$11,225.00	\$ 5,725.00	\$16,950.00
INDIRECT COSTS	\$ ---		\$ ---
TOTAL COSTS	\$11,225.00	\$ 5,725.00	\$16,950.00

NOTE: When requesting support for two years, the NSA budget cannot exceed \$25,000.00 per year. The budget for each year must be shown as a separate budget page. The budget normally ranges between \$10,000.00 and \$15,000.00.

* Conferences, workshops, and special situations may be partially funded by other agencies as well as by the NSA.

** Registration fees should be set at a level to encourage the participation of students. Grant funds cannot be used to pay for coffee breaks or refreshments; the MSP recommends using registration fees to pay for these items.

*** The institution cannot request indirect costs.