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.