University of Mississippi Medical Center
Faculty Scholarship Exchange Awards

Budget Instructions
Groups can request a project period of one year and a budget of up to $10,000, except in the case of proposals for support of mini-sabbatical engagements, which will typically be limited to no more than $5,000/request. Requests may be used to support equipment purchase, travel/training expenses (including participation in short training courses or mini-sabbaticals), expenses associated with consultants/speakers/visiting scholars, expenses associated with hosting a conference or symposium, supplies and materials, or contractual service necessary to successfully address collaborative project objectives.

Use the format giving below, itemizing within categories. Follow with a justification which explains your request in each of the funding categories.

Budget Format
1. Equipment
   Itemize requested items.

2. Travel
   Itemize anticipated travel expenses for each trip, showing who is traveling, the destination, the proposed duration, and a breakdown of expenses for transportation, meals, lodging, registration/training fees, and other.

3. Supplies and Expendable Materials
   Itemize needs and explain each item in the budget justification.

4. Contractual Services
   Itemize any required services associated with the project; e.g., computer software, publication costs, consultants, visitor travel, etc., and explain each item in the budget justification.

5. Other (specify, itemize, and explain in budget justification)

6. TOTAL FUNDS REQUESTED\(^1\) (Maximum request $10,000)

\(^1\)Some projects, including those for mini-sabbaticals, may receive partial funding, in which case there may be a need to modify projects or to seek supplemental funding from other sources.