Graduate Equity Initiative

Project Budget Template

Budget Category	Item Description	Estimated Costs
Events		
Audio Visual (A/V) Rental		
Catering/Food		
Event Space/Hosting Platforms (virtual or in-person)		
Facilities (Set-Up, Custodial)		
Furniture and/or Linens Rental		
Travel & Expenses		
Airfare		
Parking & ground transportation		
Accommodations		
Personnel		
Speaker Honorarium or Vendor/Consultant Fee		
Stipends (describe position, skills, and hours below)		
Student Wages (@ 0.0815 fringe; describe position below)		
Other Wages (@ 0.282; describe position below)		
Operations		
Printing Costs (Event program, speaker biographies, etc.)		
Promotional Costs (advertising)		
Books and Supplies		
Technician Fees		
Subscription Fees		
Infrastructure		
Website Design and Hosting Fees		
Construction		
Direct Student Expenses		
Tuition and Fees		
Other (describe below)		
	Total Amount:	

Proposal budget should conform with University travel and business expense policies and procedures.

For reference:
Business Expense Policy: https://policylibrary.columbia.edu/business-expense-policy
Honoraria Policy: https://policylibrary.columbia.edu/honoraria
Travel Expense Policy: https://policylibrary.columbia.edu/travel-expense-policy
Vendor Validation: https://policylibrary.columbia.edu/vendor-validation
For full policies see http://www.columbia.edu/cu/administration/policylibrary
University Event Policies: https://www.essential-policies.columbia.edu/university-event-policies

For any questions please contact XXXXXXXXXXXX

Budget Narrative

The budget narrative must provide a description of costs associated with the items listed in your budget. It should also include a description of leveraged resources provided (as applicable) to support grant activities, administrative support requested (including skills and hours), and in-kind contributions. Please refer to "Detailed Application Instructions" for further guidance on allowable and prohibited expenses.