

**2025 INSTITUTIONAL SUPPORT OF RESEARCH AND CREATIVITY (ISRC) AND
TEACHING AND LEARNING WITH TECHNOLOGY (TLT) GRANTS PROGRAM**

BUDGET FORM¹

Note: The following budget and budget justification are samples and are provided for illustrative purposes only.

ISRC-TLT Grant Budget Form						
PERSONNEL COSTS						
SENIOR PERSONNEL						
Name - Reassigned Time	Role	# of ELHs	ELH Rate	Subtotal ELH	Fringe Benefits (10%)	Total Request
Principal Investigator Name	PI	3	\$1,575	\$4,725	\$472.50	\$5,197.50
Co-Principal Investigator's Name	Co PI	0		\$ -	\$ -	\$ -
OTHER PERSONNEL						
Name/Position		Hours	Hourly Rate	Subtotal Wages	Fringe Benefits (10%)	Total Other Personnel
Graduate Students (To Be Named)	Research Assistant	50	\$ 18.00	\$ 900.00	\$ -	\$ 900.00
Undergraduate Students (To Be Named)	Research Assistant	50	\$ 15.00	\$ 750.00	\$ -	\$ 750.00
Total Personnel Costs:						\$ 6,847.50
TRAVEL						
				Number	Unit Cost	Total Travel
Local Transportation				2	\$ 100.00	\$ 200.00
Hotel				1	\$ 150.00	\$ 150.00
Meals				3	25	\$ 75.00
						\$ -
						\$ -
Total Travel Costs:						\$ 425.00
EQUIPMENT						
				Number	Unit Cost	Total Equipment
iMac Computer				1	\$ 1,299.00	\$ 1,299.00
						\$ -
						\$ -
						\$ -
Total Equipment costs:						\$ 1,299.00
MATERIALS						
				Number	Unit Cost	Total Other
KD Scientific Laboratory Syringe Pump				1	\$ 550.00	\$ 550.00
Ink Cartridges				3	\$ 60.00	\$ 180.00
Air Liquid Gas Cylinders				4	\$ 25.00	\$ 100.00
						\$ -
						\$ -
Total Material Costs:						\$ 830.00
OTHER EXPENSES						
				Number of Days	Daily Rate	Total Materials
Consultant Costs				2	\$ 200.00	\$ 400.00
						\$ -
						\$ -
						\$ -
Total Other Costs:						\$ 400.00
TOTAL GRANT REQUEST						\$9,801.50

¹ Remember to include a brief explanation and justification of each item, and to budget for 10% fringe benefits for any reassigned time, or for hourly wages for NYIT personnel, but not students. NYIT will pay the current Internal Revenue Service standard mileage rate for official travel by private automobile, based on the actual driving distance by the most direct route. NYIT will reimburse the reasonable cost of meals for overnight travel. Please follow the guidelines at NYIT's [Travel and Entertainment Policies](#). Receipts must be submitted. Equipment of <\$5,000.00 unit cost should be included with Materials rather than with Equipment. Capital equipment of ≥\$5,000.00 unit cost should be categorized as Equipment.

BUDGET JUSTIFICATION (Sample)

Personnel:

The **Principal Investigator** will be responsible for the conduct of the project in collaboration with the Co-PI and will devote three (3) Equivalent Lecture Hours to the project during the fall semester, for which reassigned time is requested at a rate of \$1575 per ELH. The total, including 10% fringe benefits, will be **\$5,197.50**.

The **Co-Principal Investigator** will share responsibility for the conduct of the project and will contribute 1 month of effort to the project during the academic year at no cost to the grant.

One (1) to-be-named NYIT **Graduate Student** and one (1) NYIT **Undergraduate Student** will participate in the project as Research Assistants, for which they will be paid at a rate of \$18.00 and \$15.00 per hour, respectively. Each RA will devote 50 hours to the project. Wages for the graduate and undergraduate RAs will total **\$900**, and **\$750** respectively.

Travel:

The PI will visit the field site to set up and calibrate the equipment and to collect air samples, for which partial travel support, in the amount of **\$425.00**, is requested. This amount will cover two (2) cab fares at \$50.00 each (\$100.00), hotel for one night (\$150.00), and meals for one person (\$75.00).

Travel costs for the Co-PI for the purpose of sample collection will be defrayed by his school.

Equipment:

One 21.5-inch iMac will be purchased at the unit rate of **\$1,299.00**. This device is an integral component and will be used to run plasma simulations and analyze data using scientific software.

Materials:

One (1) KD Scientific Laboratory Syringe Pump will be purchased at a unit cost of **\$550.00**. This device is an integral component of the sampling apparatus and is considered essential for the project.

Three (3) ink cartridges will be purchased at a unit cost of \$60.00 (Subtotal: **\$180.00**), for the purpose of generating high-resolution color images and graphical comparisons for data analysis and presentation. In addition, four (4) CO₂ cylinders, required for the trace gas extraction system, will be purchased from a supplier (Air Liquide) at a unit cost of \$25.00, including shipping and handling (Subtotal: **\$100.00**).

Consultant:

A statistical consultant will be retained at a rate of \$200.00/day for 2 days, to assist with data analysis and the evaluation of errors due to ion corrections. The total requested for consultant costs is **\$400.00**.

TOTAL:

The total requested for Personnel Costs (**\$6,847.50**) including reassigned time and fringe benefits, and Other-Than-Personnel Costs (Travel + Materials + Other Expenses: **\$2,954**) is **\$9,801.50**.