**Continuing Professional Development Innovation & Research Grant (CPD IRG) Application – Budget (Component K)**

Complete the budget below and include it in the application, including justification.

**Budgetary Guidelines**

Grant funds are to be used strictly as described in the budget. If projects are completed under budget, all surplus grant funds must be reported and returned to Schulich Finance on project completion.

The following list of acceptable and unacceptable expenses is intended to assist applicants in preparing budgetary requests. This list is not exhaustive.

*Acceptable expenses:*

* Travel that is required during research implementation
* Salary / benefits of research personnel (non-faculty) working as part of the research team at Western
* Professional services required for research (e.g. statistical consulting, transcription services)
* Direct research costs such as participant honoraria, supplies, analytical software, etc.
* Publication costs – open access costs up to $500 only
* Travel costs related to the dissemination of research findings up to $1,000.

*Unacceptable expenses:*

* Tuition or course fees (see the Faculty Development Mini-Fellowship)
* Capital equipment costs (e.g. computer hardware, office equipment)

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| --- | --- | --- | --- |
| **Item** | **CPD IRG $** | **Other Sources $** | **Total $** |
| Salary / Benefits  |  |  |  |
| Supplies |  |  |  |
| Services |  |  |  |
| Other (provide detail in justification) |  |  |  |
| Total Budget |  |  |  |