

**Arts & Humanities Forum Public Fellowship
Budget and Justification
(Sample)**

Part 1: Research Funds (no more than \$3500)

Budget Item	Cost
Travel	\$ 500
Writing Stipend	\$ 2000
Materials	\$ 0
Publication subvention	\$ 0
Hosting a conference	\$ 0
Summer research assistant	\$ 800
Other	\$ 200

TOTAL REQUEST: \$ 3,500

Part 2: Public Programming (at minimum \$1500)

Budget Item	Cost
Consultation with 3 rd & 4 th grade educators	\$ 750
Labor for creation of curriculum	\$ 400
Consultation with a web designer	\$ 250
Production of fliers/print advertising	\$ 100
Reception	\$ 0
Supplies	\$ 0
Other	\$ 0

TOTAL REQUEST: \$ 1,500

Budget Justification:

The major focus of the forum period of research is the integration of materials from XYZ archive into Chapter 4 of my book manuscript TITLE. I have budgeted \$500 for travel to and from the XYZ archive in Austin, Texas. This amount includes \$200 in gas mileage (Per GSA mileage rates for 400 miles), \$200 for lodging (\$65/night for x nights per GSA lodging rates), as well as a daily per diem (\$35 for x days, per GSA per diem). Total **Travel Costs = \$500**. Other research costs include **\$800 for a summer research assistant** to help organize archival materials, as well as a **\$2000 writing stipend** for the Fall semester, taken as supplemental salary.

The public programming plan intends to translate my research into a lesson plan accessible at the 3rd and 4th grade level. In order to do this I will pay for a one hour focus group of three educators (\$250/each) for a total **Expert Consultation of \$750**. The curriculum will be available free to educators on the internet, so I will work with a **web designer \$250** to create a web-based lesson plan for teachers. I will produce fliers/print **advertising (\$100)** to make sure that teachers are aware of the new curriculum for their classrooms. Finally, I will take **\$400 for the labor costs** of creating this curriculum on top of my regular research, teaching and service duties.

History of Funding:

I received a CAS Junior Faculty Fellowship during the summer of 2020, which I used to organize my dissertation research into the first three chapters of my book. I also have start up funds which I used to fund research at the ABC archive for my draft of Chapter 4.