

**OFFICE OF THE PROVOST - DISABILITY SCHOLARSHIP INITIATIVE**  
Budget Sheet

**Provide a budget breakdown in the table on the next page.** Be as specific as possible, particularly in your description and justification for each item. If you have questions, contact [pvst-disabilityscholars@umich.edu](mailto:pvst-disabilityscholars@umich.edu).

- Budget requests should not exceed \$300,000 for the Catalyst Program or \$50,000 for the Emerging Scholars Program.
- Funds must be used for project-specific costs that do not fall within the realm of regular departmental expenditures. Requests should not include items that departments normally make available, such as photocopying, supplies, and routine secretarial assistance.
- Applicants are strongly encouraged to prepare their budgets with their departmental finance/grants personnel. All unit and university spending guidance must be followed.
- Any unexpended funds that remain unspent at the end of the project will be returned to the Office of the Provost.

Eligible expenses (not exhaustive)

- Salary support for faculty, PhD student or postdoctoral fellow stipends
- Focus groups, surveys, and written materials
- Data analysis expenses
- Facilitator or consultant honorarium
- Faculty summer salary\*
- Human subjects incentives payments
- Travel, modest hosting, supplies and services that are directly related to the project
- When budgeting salary, be sure to account for necessary fringe benefits, in accordance with your unit's policies and procedures.
- \*Faculty summer salary is appropriate for activity that extends beyond normal expectations, in accordance with University of Michigan procedures. Please justify this request in the budget justification section.

Ineligible expenses (not exhaustive)

- Student tuition
- Conference registration and related travel
- The tuition portion of a Graduate Student Research Assistant (GSRA) appointment

