

**CENTER FOR RESEARCH ON LEARNING AND TEACHING (CRLT)
GILBERT WHITAKER FUND FOR THE IMPROVEMENT OF TEACHING**

Budget Sheet 2024

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.

- Budget requests should not exceed \$10,000.00 for the Level 1 projects or \$17,500.00 for the Level 2 projects.
- Grant monies must be used for project costs that do not fall within the realm of regular departmental expenditures. Requests should not include items that departments normally make available to faculty, such as photocopying, supplies, and routine secretarial assistance.
- Applicants should consult with CRLT prior to submission if CRLT services are part of the proposed expenditures, and should be documented in the item description and justification. Applicants should have the CRLT consultant send an email to crltgrants@umich.edu to verify the CRLT services and costs for the item(s).

Eligible expenses (not exhaustive)

- Retreats, workshops, or planning sessions
- Focus groups, surveys, and written materials
- Data analysis
- Facilitator or consultant honorarium
- Faculty summer salary*
- Graduate or undergraduate student salaries
- Materials and supplies not normally covered by departments
- Travel and registration fees for special teaching-related seminars or workshops**
- Other travel essential to the project
- Other types of expenses may be appropriate to a particular project. Please consult with crltgrants@umich.edu if you have questions.

* Faculty summer salary is appropriate for activity that extends beyond normal expectations for teaching renewal and improvement; applicants are advised to address this in the budget justification. Department chair(s) will also endorse this line item in the Chair Evaluation Form. When budgeting salary, be sure to account for necessary fringe benefits, in accordance with your unit's policies and procedures.

** Travel and professional development related to the project require substantial justification. Explain how a specific conference, workshop, or other type of professional development experience will enable or enrich the proposed work, and estimate expenses including registration, travel, lodging, and food.

Ineligible expenses (not exhaustive)

- Registration fees for workshops, seminars, and meetings that are not directly related to teaching and the project
- Graduate Student Instructor (GSI) salaries
- The tuition portion of a Graduate Student Research Assistant (GSRA) appointment
- Reimbursement of costs already incurred

