

Budget Sheet

Please note the actual costs as well as the amount received from other sources (department, school or college, grants, conference hosts, etc.). Maximum allowable amounts (*) are as per MSU guidelines. Lodging for international visitors to MSU may be arranged through the Global Education Center's International Guest House at a cost of \$50 per day per room for a maximum of two weeks, subject to availability (contact x4499).

	<u>Actual Cost</u>	<u>Less Amount Rcvd From Other Sources</u>	<u>Amount Requested</u>
1. Travel Expenses			
Airfare	\$ _____	\$ _____	\$ _____
Auto (\$0.31 per mile allowed)*	\$ _____	\$ _____	\$ _____
Insurance	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____
2. Lodging	\$ _____	\$ _____	\$ _____
(\$95 per diem allowed in hotels, \$50 per diem in MSU Guest House)*			
3. Meals	\$ _____	\$ _____	\$ _____
(\$40.00 per diem allowed, with breakfast - \$8.00, lunch - \$9.00, dinner - \$23.00)*			
4. Conference Participation Costs			
Registration Fee	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____
5. Other Expenses			
Printing and Office Supplies	\$ _____	\$ _____	\$ _____
Educational Supplies (Books, chemicals, technology, etc.)	\$ _____	\$ _____	\$ _____
Clerical or technical (No. Of hours x rate per hour)	\$ _____	\$ _____	\$ _____
Student Salaries (No. Of hours x rate per hour)	\$ _____	\$ _____	\$ _____
Library Privileges and searches	\$ _____	\$ _____	\$ _____
Other costs (Itemize below)	\$ _____	\$ _____	\$ _____
6. Summer Stipend for Internationalization of the Curriculum: (\$ 1,750)	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____	\$ _____
LESS GRANTS/MONIES RECEIVED FROM OTHER SOURCES	\$ _____	\$ _____	\$ _____
<u>TOTAL:</u>	\$ _____	\$ _____	\$ _____

Budget Narrative
Item _____

Justification (attach if necessary)

Applicant's Signature: _____

Date: _____

GLOBAL EDUCATION GRANT APPLICATION COVER SHEET

Fall 2007 Competition

PROJECT TITLE: _____

PROJECT CATEGORY: _____

INCLUSIVE DATES OF PROPOSED PROJECT: _____

COUNTRY OR COUNTRIES INVOLVED: _____

APPLICANT DATA:

1) Name: _____ Rank: _____

Dept: _____ Chair or Director's Signature: _____ Date: _____

School: _____ Dean's Signature: _____ Date: _____

2) Name: _____ Rank: _____

Dept: _____ Chair or Director's Signature: _____ Date: _____

School: _____ Dean's Signature: _____ Date: _____

GLOBAL EDUCATION AWARDS SINCE 2002: (Copies of each summary report must be attached)

<u>Competition Year</u>	<u>Project Title</u>	<u>Date Report Filed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPLICANT'S REQUEST:

**Other Sources of
Monetary Support**

Total Request

\$ _____

\$ _____

Applicant's Signature: _____ Date: _____

COMMITTEE'S RECOMMENDATIONS:

Total Award

\$ _____

Approvals:

Signature

Date

Global Education Grant Committee: _____

Vice President for Academic Affairs: _____