

**SURF BUDGET JUSTIFICATION FORM**

The student and the mentor have determined that the following expenditures are needed to adequately fund the project.

<b>Mentor Costs</b>	Total mentor costs cannot exceed \$750.	Enter amounts in the appropriate box below.
If you are taking your mentor costs in the form of <b>salary</b> , follow the guidelines below.		
• Nine-month faculty academic year salary	Fringe = 31%, enter \$178.00	\$
• 12-month faculty calendar year salary		
Nine-month faculty summer salary	Fringe = 20% enter \$125.00	\$
Salary	- 31% fringe, enter \$572 - 20% fringe, enter \$625	\$
Total salary and fringe	Enter \$750 for this option.	\$
If you are taking your mentor costs for <b>materials and supplies</b> , enter the amounts below.		
Item 1 description		\$
Item 2 description		\$
Item 3 description		\$
Total materials and supplies	Enter total amount for this option.	\$
If you are taking your mentor costs for <b>travel</b> , enter the amounts below.		
Accommodations: (daily rate x# of days)		\$
Air fare		\$
Registration (name and dates of conference)		\$
Total travel	Enter total amount for this option.	\$
<b>Total mentor costs cannot exceed \$750.</b>		
<b>Student Costs</b>		Enter appropriate amount in boxes below.
Stipend	Spring only	\$ 1250
Student travel costs		
Item 1 description		\$
Item 2 description		\$
Item 3 description		\$
<b>Total student travel costs cannot exceed \$750.</b>		\$
<b>Total student costs</b>		\$
<b>Total project costs before other funding</b>		\$

Describe other funding (personal income, gift, scholarship, etc.)

## SURF BUDGET FORM

Applying for Spring	Applying for Spring & Fall		
Applying for Spring & Summer	Applying for Spring, Summer & Fall		
	<b>SURF Funding</b>	<b>Institutional &amp; Other Funding</b>	<b>Total Funding</b>
Funding from ADHE SURF Program	\$ 625		
UCA's share of funding		\$ 625	
Mentor's Costs from SURF (cannot exceed \$750)	\$		
Student's travel costs from SURF (cannot exceed \$750)	\$		
Total SURF grant applied for by mentor & student	\$		
Funding from other sources		\$	
Total other funding		\$	
Total project costs			\$
Period of support: 01/01/2020–05/01/2020			
Note: The student's funds are non-taxable under IRS regulations on scholarships and fellowships.			

**Students:** If you receive any kind of financial aid (scholarships, federal student loans, etc.), please schedule a time to speak to Cheryl Lyons, director of Financial Aid, to determine if a SURF grant will affect your other financial aid. You can reach her at 450-3140 or clyons@uca.edu. Please mention that you are applying for a SURF grant.