[Instructions and tips on completing this form, can be found here.](https://sc.edu/about/offices_and_divisions/undergraduate_research/documents/mgs_budgetinstructionsforword.pdf)

Please do not modify or delete sections of the budget form.

**Spring 2025 Magellan Scholar BUDGET FORM**

Student’s Name:

**Double-click on table to enter data**

**Budget Justification/Description**

**NOTE:** Magellan Scholar awards are processed through “E” funds. All expenditures MUST remain compliant with E fund procurement requirements. All budgets must be reviewed by department business managers prior to submission.

**Student Salary:** Indicate estimated number of student research hours per week and hourly rate separated by semesters when student is enrolled in classes or not enrolled in classes (generally fall or spring vs summer semesters). Time during breaks (Fall, Winter or Spring break) are still hours during semesters of enrolled classes.

**Materials/Supplies\*:** Indicate items, quantity, and estimated price. *Be sure to include taxes on all purchases.*

*\*Review guidebook for allowable/unallowable expenses.*

* ***Are you requesting funds for participant incentives?*** *You must attach an approval memo from business manager – see guidebook.*
* *ALL non-expendable items MUST be fully explained/justified, if not described in methods*
* *See guidebook regarding machine, electronic, and equipment purchases (typically NOT allowed)*
* *Publication costs are not permitted*

**Travel:** Indicate location, purpose of travel, provide **itemized** costs (list out each cost separately: transportation, lodging, registration, etc). For conferences, provide name of conference, dates, and explain why this conference is most appropriate. *No more than $1000 is permitted for conference travel.*

**Additional Funding:** List additional funding sources, including dollar amounts, that will fund aspects of this project., Include funding that you have applied for (pending), funding that you previously received (current), and funding that you plan to apply for this semester. Explicitly state how the funds requested in the Magellan Scholar proposal will be used differently from the funds requested/awarded/will be requested through other grants.