

# BUDGET FORM FOR RSCA PROPOSALS REQUESTING RSCA-RELATED EXPENSES

Budget period: 7/1/2019 – 8/31/2020

**Faculty Name** (first and last)

**If you are requesting RSCA-Related Expenses, please complete this form and itemize your budget below.**

For the purposes of this budget form, please include costs for the RSCA-related expenses you are requesting (up to \$2,500 or up to \$5,000 depending on the option you chose on the application). (Note: The text fields are set up to decrease the size of the text automatically to ensure the information fits the space. If you hit the Enter key on your keyboard while in a text box, you will severely limit the amount of text you can put in the text field.)

**Equipment and Supplies** (Please itemize, including shipping charges and sales tax.)

Equipment

Total Equipment =

Supplies

Total Supplies =

**Travel** (Please describe trip(s) and itemize estimated costs.)

Total Travel =

**Student Assistants (SA)**

(Please specify the number of undergraduate and graduate students, the number of hours and the hourly rate. Put the total cost [total student hours multiplied by hourly rate] in the Total SA box. Note: San José's current minimum wage rate is \$15.00 per hour.)

Total SA =

**Other expenses** (Please describe/itemize)

Total Other =

**RSCA-RELATED EXPENSES GRAND TOTAL =**