

BUDGET REQUEST
2024-2025 MINIGRANT PROPOSAL
Villanova Institute for Teaching and Learning (VITAL)



Please list all budget items under the appropriate category; provide the estimated cost **and rationale** for all budget items. Requested budget items need to be **essential** and **relative** to the scope of the project. If rationale for funding is not provided, the requested budget item may not be funded.
Maximum amount for project-related funding: \$2,000

<u>Budget Categories and Rationale</u>	<u>\$ Funding Requested</u>
Summer Stipend – faculty with 9-month appointments (\$6,900 maximum per individual) State approximate number of hours/week spent on project Rationale:	
Honoraria - individuals with 12-month appointments (\$6,900 maximum per individual) State approximate number of hours/week spent on project Rationale:	
Travel of Applicant(s) – indicate relevance of travel (within 2024-2025 academic year) to project Rationale:	
Participation in Professional Instructional Development Program (e.g., workshop/webinar) – indicate relevance of event (within 2024-2025 academic year) to project Rationale:	
Consultant Fee (non-Villanova affiliated) - Does not include meals. Rationale:	
Honorarium for Guest Presenter (non-Villanova affiliated) - Does not include meals. Rationale:	
Student Labor - undergraduate and/or graduate student based on department rate (total number of hours x hourly rate) Rationale:	
Supplies/Materials (not available on campus) Rationale:	
Equipment/Software (not available on campus) Rationale:	
Other - <i>please explain</i>	
TOTAL \$ FUNDING REQUESTED:	