**BUDGET REQUEST**

**2025-2026 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

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| **Budget Categories and Rationale** | **$ Funding Requested** |
| Summer Stipend – 9-month faculty*State approximate* ***number of hours/week*** *spent on project*Rationale:  |  |
| Honoraria – 12-month faculty*State approximate* ***number of hours/week*** *spent on project*Rationale:  |  |
| Travel of Applicant(s) – *indicate* ***relevance*** *of travel to project (2025-2026 AY)*Rationale:  |  |
| Participation in Professional Instructional Development Program (e.g., workshop/webinar) – *indicate* ***relevance*** *of event to project (2025-2026 AY)*Rationale:  |  |
| Consultant Fee (non-Villanova affiliated) – *Except meals.* Rationale:  |  |
| Honorarium for Guest Presenter (non-Villanova affiliated) - *Except 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 - *please explain* |  |
| **TOTAL $ FUNDING REQUESTED:** |  |