- 3. Attach a Budget Justification that supports the line-item budget. An example can be found at on the OSPR website at www.usi.edu/sponsored-projects/grant-proposal-and-federal-contract-development. The budget justification should be saved as a .pdf file and attached on page three of the R&R Budget in CAYUSE, section K.
- 4. Attach letter(s)

- o Consultant fees
- Materials & Supplies: Office supplies, postage, software, laboratory supplies, books, etc. needed to complete the project.
- Non-Capital Equipment: Durable equipment with a unit price less than \$5,000.
- Travel: Any travel expenses directly related to data collection or other research actives, such as airfare, lodging, mileage, per diem, etc. incurred during the time frame of the research project please note that travel expenses related to conferences are not allowable. Use of funds for travel are subject to the current US travel polices, which are subject to change.