

Budget Policies (revised January 2014)

Overview

Your Haas Scholars research budget cannot exceed \$5000. Please review the policies below regarding what may and may not be included in your budget. Aim for a budget that is realistic but not extravagant or wasteful. Money not spent by you is money that can fund future Haas Scholars. Use exact costs and item descriptions whenever possible.

Unless you have received an explicit exemption, all expenditures must take place between June 1 of the year you are selected and the last day of finals in the following Spring semester. Do not include expenditures for the spring when you are applying on your budget. Once you have been selected and confirmed as a Haas Scholar, you may ask permission to spend funds before June 1, especially airfare for summer travel.

PLEASE NOTE: Haas Scholars funding will cover up to \$5000 of your research expenses. However, if your total research expenses will exceed that amount, your budget must reflect the entire cost of the project. *Clearly identify which items in your budget will be paid for by HSP funding, and which will be covered through other sources (if another fellowship or grant, identify the funding source by name.)*

You must categorize each item into one of the following five categories: Travel, Equipment, Supplies, Services, or Other. An explanation of what items fall into which category is below. We also recommend that you use one of our sample Excel spreadsheets to organize your budget because, if you are selected as a Haas Scholar, you will need to track your expenses using the format provided in the sample Excel document. You can request access to the sample budget spreadsheets by making an appointment with Wendy here.

The sample budget spreadsheet includes a “Notes” field where you should provide a brief explanation of why each line item is included in your budget. If a particular item requires more detail (as in the situations below), please write a “Budget Narrative” and include it with the pdf of your Excel spreadsheet. In the narrative, you should justify any expenses that are not clearly in accordance with usual Haas Scholars practice, or where you may

feel the review committee will need supplemental information to determine the validity of particular expense items.

Category Explanations and Policies

Travel

The travel category includes transportation, meals, lodging, conference fees, tuition at other institutions, and any other expenses directly associated with travel to another location to perform research. Note that while food and lodging in a place other than Berkeley is an allowable research expense, food and lodging in Berkeley is not. We expect you to cover food and lodging in Berkeley out of your summer living stipend.

Examples:

-Your research requires you to spend the entire summer visiting an archive in Lyon, France. You may include all expenses related to airfare, train fare, lodging, and meals while you are there.

-Your research requires interviewing subjects in different locations around San Francisco. You may include BART / bus fare / vehicle mileage to meet your interview subjects, but you may not include your own personal lodging and meals while you are living in the SF Bay Area.

-Your research entails conducting interviews for 8 weeks in Salvador, Brazil, and then conducting similar interviews in the SF Bay Area. You may include expenses related to airfare, train fare, lodging, and meals while you are in Salvador, but when you return to the Bay Area, you may not include these expenses in your research budget.

-You are an out-of-state student and usually spend the summer with your family in Ohio to save money on rent. However, your research entails spending 8 weeks in the archives of the Asian Art Museum in San Francisco. The University defines “travel” in relation to Berkeley, not in relation to one’s permanent residence. Therefore, any living expenses in the SF Bay Area would need to come out of your living stipend, not as part of your research budget.

The University also has special regulations governing allowable travel expenditures, as follows: Meal ceiling per day: \$46. Note that this is a "worst case scenario;" for example, a conference at an expensive hotel in Europe where there is no possibility of walking to a cheaper restaurant. Normally, Haas Scholars are expected to spend far less on each meal.

The Haas Scholars Program will pay full expenses for you to travel to one conference; if you wish to attend a second conference, we will pay for registration fee/membership only. The applicant may propose to attend a conference as late as June of the year of graduation, but not beyond.

Hotel reimbursement maximum is \$100/day. If the hotel room costs more than that, plan to have a roommate (or two), or stay at a less expensive hotel.

Services such as airbnb.com, vrbo.com, couchsurfing.com, and the like may be a way to save money on lodging, but your personal safety comes first. Arrange your accommodations at the lowest cost possible that does not compromise your safety and health.

Private car mileage reimbursement: \$ 0.51/mile for February 2014 proposals, as per university policy. However, private car reimbursement is permissible only if it is the cheapest transportation option. Similarly, taxis, parking, and tolls are permissible within reason, as long as these expenses fall within the cheapest overall transportation option that is practicable.

If renting a car is the cheapest practical option, please explain why this is so in your budget narrative. Include the entire total cost including rental, gas, and insurance required by law. Note that students without credit cards or students younger than 25 will have difficulty renting cars.

You may include the cost of a visa in as part of your travel expenses, but not the cost of renewing or getting a passport, which is considered a personal expense.

Equipment

Overall, there is generally a \$2000 total limit on expenses in the equipment category. The equipment category includes items (generally technical or hardware) that will remain useful to you once your project has been completed. Examples include laptops, audio/video equipment, computer presentation adaptors (especially for a Mac), presentation slide advancers / laser pointers, and cameras.

Laptops: \$2,500 limit, including all tax, peripherals, warranties, and pre-installed software. Expense beyond this should be justified.

Printers: ordinarily not covered. If needed, there is a \$200 limit, and show why having your own printer is more cost effective than having things printed or printing for free on campus.

Camera: \$200 limit (unless it is a photography project or there is some other reason why a higher quality camera is essential to the project.) If your budget includes a camera, a visual component must be central to your project. Also, if you already have a smartphone with a camera, consider using that one instead of spending research budget money on a camera if it is only for incidental photos.

Smartphones are an allowable expense if they are the most cost-effective option. You will need to show in your budget narrative why buying one will cost less in the long run (i.e. you need a phone / camera / audio recording device / internet access and it is cheaper to buy a smartphone than all these items separately.)

Digital voice recorders: \$250 limit (a higher amount may be necessary if particularly high-quality recordings are needed, or your DSP accommodations require the bulk of your work to be done via voice transcription.) Similarly, voice recognition software is ordinarily not an allowed expense; exceptions include when it is integral to the project or part of a student's DSP accommodations.

Occasionally the need arises for a Haas Scholar to buy equipment that will remain in the lab after you graduate. In this case, the maximum that you may contribute toward the purchase of such equipment is \$1,500.

Supplies

Supplies are expendable items whose primary use will occur during the project period. Examples of supplies include books, subscriptions, computer software, film/photographic supplies, office supplies, expendable laboratory supplies, copying/printing, student versions of SPSS or other statistical software licenses.

Books: \$200 maximum to purchase books. If your book budget needs go beyond this, you should plan to request that the library purchase them, or get the books via inter-library loan. If a particular book will cost more than \$50, you should explain why the book is central to your project and you cannot borrow it elsewhere.

Normally there will be a maximum of \$150 on office supplies (binding your thesis, photocopies, pens/notebooks, toner, and the like.)

Professional Services

The services category includes payments to other people that you will need to make to carry out your project. It includes payments to individuals such as translators, research subjects, interviewees, processing labs that you'll send specimens to, or any other person/entity who receives payment in return for specified services. In some cases, meals or other gifts may be acceptable as payment to interviewees.

The Haas Scholars Program does not usually allow payment to for others to transcribe your interviews, except under exceptional circumstances.

Payments to subjects are permissible, within reason: usually \$10-20 per interview is the acceptable range. If your interview subjects are not located in the USA, an equivalent culturally acceptable alternative is permitted; explain in the budget narrative.

Charges to publish in an Open Access Journal: you may propose to pay proportionately to your extent of authorship (for example, if you are one of four authors, you would contribute 25% of the fee to publish the article.)

Child Care: up to 20% of a scholar's research budget (maximum \$1000) can be devoted to covering childcare costs.

Other Expenses

Any expenses that do not fall into the travel, equipment, supplies, or services categories should be identified as other. These may include equipment rental, internet access fees, phone calls / phone cards, professional association dues/membership, conference registration, library cards, entry fees to museums, performances, and vaccinations.

Business casual clothes: Attire for the New Scholars' Reception and the Winter Conference is "business casual." You probably have suitable business casual clothes already, and if you need to supplement your wardrobe, Haas Scholars are normally expected to purchase business casual clothes out of living stipend funds. In very exceptional circumstances, and only with prior written permission of the Haas Scholars Program, you may be able to include some expenses in your research budget. Contact Wendy if you believe you have a compelling reason to include business casual clothes in your budget before submitting it for approval.

If you have additional questions about your budget that are not covered here, please email Wendy and ask before you submit your application.