

Hints for Preparing a Budget

- Give specific details about each item in the budget. This includes exact costs as well as justifications for why each item is needed.
- Provide an explanation of how each amount was obtained. Make sure to include or attach price quotes, websites, or any other source used to figure costs. For certain travel expenses (e.g., driving and food costs), use federal reimbursement guidelines (found on www.gsa.gov).

Sample Budget for Undergraduate Research Fellowship

Project Title: Investigating the Role of Language in False Belief Tasks

1. Stimuli needed for study:

- a. Stuffed animal puppets (to act out false belief test)
 - i. Sheepdog = \$26.14 (16.99 + 9.15 for shipping)
http://www.puppetville.com/store-products-2599-Sheepdog-Stage-Puppet_40717944.html
 - ii. Bunny = \$22.99 (17.99 + 5.00 for shipping)
<http://www.american-classroom-supply.com/fmt2800.html>
- b. Our Generation Kitchen Play Set = \$74.98 (59.99 + 14.99 for shipping)
www.amazon.com
- c. Color copies (for vocabulary assessment) = \$22.00 (50 copies at .44 each)
Price quote obtained from PC Copy Center
- d. Videotapes to record all sessions = \$43.80 (3 packs of 3 videotapes, \$14.60 each)
To be purchased from WB Mason Catalog, price quote provided by Department of Psychology Secretary

2. Travel

- a. Driving to preschools in Bristol, RI (40 miles round-trip: www.google.com/maps)
 - i. 4 trips = \$80.00 (\$20.00 per trip, www.gsa.gov)

3. Compensation

- a. Participant Prizes = about \$65.00 (about \$1.00 per participant + shipping)
www.orientaltrading.com
- b. School Prizes = \$50.00 (\$25.00 gift certificates for 2 schools)

4. Data Analysis Supplies

- a. DVD-R (to preserve and analyze videotapes) = \$17.00 (25 pack)
To be purchased from WB Mason Catalog
Price quote provided by Department of Psychology Secretary

TOTAL Budget = \$401.91