

## CoAA FRG Program Budget and Justification

Principal Investigator:

Principal Investigator 800#:

Co-Principal Investigator:

Co-Principal Investigator 800#:

Allocate operating budget to Department/School:

### I. Budget Justification:

To justify your budget, you must include precise documentation for items such as travel and equipment. Describe how you arrived at your cost estimates.

*Allowable Expenses include the following:*

- Stipends: For those faculty with 9- and 11-month appointments who receive a stipend, the stipend is treated as salary and is subject to state and federal income tax, as well as social security tax and retirement deductions. You are not required to request a stipend, in which case you may still request up to the full grant amount.
- Faculty can use up to \$4000 maximum to buyout one course. This amount is generally the equivalent of a three-credit-hour course. Studio courses with more than three-credit hours or those costing more than the \$4000 maximum must be negotiated with one's unit Chair/Director, with any difference in cost coming from the unit. Any applications requesting to use funds for a course buyout must be discussed and approved by your unit Chair/Director **prior** to the submission of an FRG application. This involves written approval from your unit Chair/Director to be sent via email to [coaa-frg@charlotte.edu](mailto:coaa-frg@charlotte.edu) with applicant's name as the subject line of the message.
- Special Pay to Faculty other than Grantee: Fees for normal peer consultations will not be paid to UNC Charlotte faculty. Budgets may include resources allocated to UNC Charlotte faculty other than the proposers, but such allocations must be specifically justified and are subject to special scrutiny by the RAC. Such allocations must be justified in terms of specialized expertise. In each case, you must identify the UNC Charlotte faculty member(s) who will provide the service and attach to the proposal a statement of his/her ability and agreement to provide the service, along with documentation of how the service will be provided and how it differs from the normal scope of peer consultation.
- Student Temporary Wages (Graduate or Undergraduate): Funding for undergraduate and graduate student support is allowed. Note that graduate students intended to support research should be hired as Graduate/Research Assistants and their compensation would

need to align with our approved [GA compensation package](#). If the work is intended to be strictly administrative, a graduate student can be hired as a student temp. Applicants are encouraged to provide an exact hourly rate for all student help. Generally, undergraduate students are paid at a rate of not less than \$10 per hour. An investigator who proposes to pay a higher wage rate should justify this, as well as the amount of student time required, in the budget justification. All investigators who propose hiring students should specify what duties the students will carry out.

- Non-Student Temporary Wages: If you employ someone who is not currently enrolled at UNC Charlotte, including a recent graduate, that employment assignment is subject to policies relating to non-student temporary wage employment (PIM-8). Hourly pay rates are determined by the type of work performed and the candidate's experience, based on the current N.C. state grade and salary schedule. Non-student temporary wage employees are typically paid at the minimum of the grade level considered by Human Resources to best match the level of the duties performed. A rate above the minimum of the salary grade level may be approved providing the rate is justified, does not create salary inequity with other current employees doing similar work, and the candidate qualifies for the rate requested. Investigators needing assistance on estimating hourly rates for temporary employees should contact the staff employment manager in Human Resources.
- Honoraria: Consultants may be included, if justified and if the expertise is not available at UNC Charlotte.
- Participant Incentives for payments to human subjects.
- Travel: The CoAA FRG Program will fund foreign and/or domestic travel, to libraries, archives, museums, laboratories, computer facilities, performance venues, natural settings, government agencies, corporations, etc. that are essential to the research. The CoAA FRG Program does not fund travel to conferences to disseminate the results of your research. You must justify the need for travel and explain what materials and/or facilities you will use, and you should document travel expenditures as completely as possible with price quotations from specific vendors. Airfares must be economy class. Mileage and subsistence expenses are normally allowed up to the state guidelines for in-state and out-of-state or foreign travel; requests for subsistence expenses in excess of these limits must be fully documented.
- Communication and/or Printing (and photocopying).
- Supplies and materials. Items purchased through a CoAA FRG remain the property of UNC Charlotte.
- Computing Equipment: This program funds project-specific software and subscription fees, but does not fund computer equipment (that is the responsibility of your Department/School). Note that any software and subscription purchases would be for the CoAA faculty members only (no external collaborators), limited to the budget period of the grant and must go through the software request process and be approved by the Office of OneIT.

*Unallowable expenses include the following:*

- Research that informs curriculum or teaching or retention at the local (Department, College, University) level. These proposals must be submitted to the Scholarship of Teaching and Learning (SOTL) Program. The CoAA FRG review will not consider such proposals.
- Projects conducted primarily to produce financial reward for the investigator.
- Production and publication costs for books or other manuscripts, including manuscript preparation or evaluation, copyediting, image fees, page charges and illustrations, and open access fees.
- Travel to conferences for disseminating research results.
- Computers (expected through departmental funds).
- Professional transcription services
- Food or drink.

## II. Budget Tables (adjust as necessary):

Fiscal Year (July 1, 2026 to May 1, 2027)		
PI Stipend	Paid directly from CoAA on July 15, 2026	
911250	Graduate Student Salaries	
PI Course Buyout	Negotiated with unit Chair/Director prior to FRG application submission	
911300	Special Pay to Faculty other than Grantee	
915000	Student (Undergraduate or Graduate) Temporary Wages	
915900	Non-student Temporary Wages (see PD-17)	
920000	Honorarium (Individual(s) not with UNC Charlotte)	
921160	Participant Incentives	
925000	Domestic Travel	

926000	Foreign Travel	
928000	Communication and/or Printing	
930000	Supplies	
942000	Computing Equipment	
944000	Educational Equipment	
951000	Other Contracted Services	
<b>Subtotal</b>		

Using the table format below, please provide a detailed narrative justification for your budget (1 single-spaced page). Add or change rows as necessary. For faculty stipends, list each faculty member who is to receive a stipend.

Sample Budget Justification Table

Expense	Justification
PI stipend (\$4,000)	
PI course buyout	
Domestic travel (\$ amount)	

