

Sample Budget for ARISC Research and Mentoring Fellowship

Directions:

1	Allowable costs include airfare, ground transportation, lodging, meals and incidental expenses, and research expenses
2	When listing airfare, indicate whether it is roundtrip or one-way. List where the flight originates and where the flight terminates. Be sure to check ARISC's FAQ page to learn more about budgeting for flights.
3	All travel between the US and South Caucasus that uses funds from the fellowship program must meet the provisions of the "Fly America Act" or "Open Skies Agreements." See this website for additional information: https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act
4	Lodging is typically listed by number of nights.
5	All flights and accommodations must be economy or coach class.
6	Meals and incidental expenses cannot exceed those set by the US Department of State for the location of travel. See this website: https://aoprals.state.gov/web920/per_diem.asp
7	Additional travel expenses may include costs of obtaining a local SIM card, local internet expenses, cost of utilities.
8	If the cost of the project exceeds the maximum allowable in this funding opportunity, applicant should explain other sources of funding, as well as how the project can be scaled if they are only awarded ARISC funds
9	Your budget may or may not include all the different categories of costs listed in the sample budget. Your itemized budget will be unique to your proposed project.
10	Double check the math for each row of expenses before submitting the application.
11	Double check the math on your budget narrative. Make sure it matches the budget and total.
12	Double check the math on the total listed for your itemized budget. Make sure the amount in your itemized budget matches the amount listed on your application form.
13	Applicants with questions about budgeting for specific in-country costs are encouraged to contact ARISC's Resident Directors: Armenia@arisc.org , Azerbaijan@arisc.org , or Georgia@arisc.org
14	For all other questions, please contact info@arisc.org

Sample Budget:

Below is an example of what an itemized budget can look like. Your budget may be different than the one included here.

Description	Quantity	Individual Cost	Total Cost (Quantity x Individual Cost)	Amount Requested	Additional Notes (clearly indicate which expenses are directly associated with the mentorship requirement)
Airfare, Roundtrip (Chicago to Tbilisi)	1	\$2,100	2,100.00	2,000.00	Remaining costs covered by departmental grant
Meals & Incidentals (Per diem)	30 days	\$40 / day	1,200.00	1,200.00	
Lodging	29 nights	\$55/night	1,595.00	1,595.00	
Ground transportation - US	2	\$50/ride	100.00	100.00	Taxi from home to airport, round trip
Ground transportation - [location in SC]	2	\$30/ride	60.00	60.00	Taxi from airport to Airbnb, round trip
Local SIM card	1	\$30	30.00	30.00	
Internet minutes	300 minutes	\$0.25/minute	75.00	75.00	Some of this expense will reimburse the student being mentored, who will need internet access to work on the research project.
Photocopies in archives	500 pages	\$0.25/page	125.00	125.00	
Ground transportation - [location in SC]	40	\$4/ride	160.00	160.00	Taxi to and from archives. Some of these taxi expenses will cover the cost of the student being mentored to travel to the archives.
TOTAL				5,345.00	

Sample Budget Narrative:

Below is an example of what a sample budget narrative can look like. Your budget narrative may be different than the one included here.

Airfare

Airfare is estimated for 1 traveler roundtrip from Chicago, IL to Tbilisi, Georgia for summer 2023 at \$2100. Remaining cost of airfare to be covered by home institution.

Meals and Incidentals

Travel is estimated at 30 days in Tbilisi, at the rate of \$40/day, which is within the maximum as set by the State Department, for a total of \$1200.

Lodging

Typical costs for Airbnb in the capital are estimated at \$55/night for 29 nights, totalling \$1595

Ground transportation - US

Taxi from home to airport and back is estimated at \$50 per way, roundtrip. The total is \$100.

Ground transportation - [location in SC]

Taxi from airport to Airbnb and back is estimated at \$30/ride, totaling \$60

Additional taxi fares in country to travel to and from archives is estimated at \$4/ride for approximately 40 rides. The total is \$160.

Some of these taxi expenses will cover the cost of the student being mentored to travel to the archives.

Phone and Internet

A SIM card costs about \$30, and 300 minutes of internet at \$0.25/minute totals \$75

Some of this expense will reimburse the student being mentored, who will need internet access to work on the research project.

Photocopies

The archive charges \$0.25/page to photocopy archival material. I estimate photocopying 500 pages, for a total of \$125.