

Preparing a UROP budget

Many students wish to take advantage of UROP funding, so please be responsible in preparing your budget. Here are some guidelines:

Choose a mode of transport that is both economical and efficient. If you are flying, please print out a quote for the fare from an on-line travel company such as Expedia.

If driving, please provide the mileage covered by the round trip. However, you should also investigate the feasibility of taking public transport to your destination. Students whose research takes them to Chicago, for example, are encouraged to take the South Shore Train.

Choose reasonably priced, safe accommodation and provide some indication of the lodging's nightly rate with your application. Bed and Breakfast accommodation can often be purchased in the same neighborhoods as hotels, but at better rates. If you are traveling as part of a group, please keep costs down by sharing rooms.

Only research-related expenses will be reimbursed, so if you make phone calls in the pursuit of your research, please supply a printed log of calls and claim only those that are research related. If it is not possible to provide such a log, please keep your own records of calls made in the course of your research and their duration and submit this with your expense report.

If you need technological equipment for your research, try first to hire or borrow it from the university if that can be done more economically. Equipment purchased with Undergraduate Research Opportunity Program funds becomes the property of the University.

If your budget includes payments to individuals, you should make sure that your plans to reimburse them conforms with Notre Dame's policy on this. For further information see the Controller's Website – in particular the section on employee payments to individuals.

<http://controller.nd.edu/policies-and-procedures/>

Please note: That The Institute for Scholarship in the Liberal Arts must approve any expenses that deviate from the original proposed budget prior to reimbursement.