# BirdFEEDER Budget and Justification Form

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For each research expense, list the cost of the item to the nearest whole dollar and provide a justification for the item.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Item | Cost | Justification |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
| Total Cost |  | $ |  |
| Amount Requested\* |  | $ |  |

\*Maximum FEEDER award amount is $500.

Please list other funding requested and received for this project:

|  |  |  |
| --- | --- | --- |
| Amount Requested | Amount Received | Comments/Notes |
| $ | $ |  |
| $ | $ |  |

NOTES:

1. Student who request funds for research incentives (i.e. gift cards for research participants) must also include a completed **Incentive Card Request Form (attached)** See guidelines on ISU’s [Research Incentives](https://research.illinoisstate.edu/ethics/human-subjects/payments/) webpage. This form must be submitted via email to Barb at bjrexro@ilstu.edu. IRB approval is required before incentives will be released.
2. If equipment or software is requested, please attach a letter from the faculty mentor that includes:
	1. Confirmation that the requested equipment and software is not already available via [The Help Center Service Catalog](https://docs.illinoisstate.edu/service-catalog), [Milner Library’s Technology Loan Service](https://library.illinoisstate.edu/services/circulation/technology-devices/), the Graduate School, [The Digital Innovation, Graphics, and Gaming Studio (DIGGS)](https://news.illinoisstate.edu/2019/06/opportunities-for-video-game-recreation-research-available-at-new-high-tech-lab/), or other campus office.
	2. Purchase justification and plan for long-term use of the equipment/software:
		1. Why should this equipment/software be purchased?
		2. Would other students find it useful? And if so, where would the equipment/software be most accessible to those students?
		3. Who will be responsible for maintenance/updates?
		4. Who will be responsible for managing borrowing/use privileges?