President’s Prize Project Budget Template

The project budget should provide comprehensive information about all expected expenses. Budgets in excess of the prize amount of $50,000 should also include information about supplemental revenue sources.

Consider your project’s expected expenses across the following suggested categories. Applicants should add categories specific to their project as needed.

Facilities
- Work space, rental rate, duration of rental
- Please note, if the project will be based in central Ohio, work space may be able to be provided through the university

Equipment
- Description, quantity, unit cost

Supplies
- Type, quantity, unit cost

Marketing
- Company, item purchased, quantity

Staffing
- Role responsibilities, name of individual(s), pay rate, expected hours worked

Travel
- Activity, destination, airfare, mileage, lodging, parking/ tolls, ground transportation

Events
- Activity, location, space rental, catering, supplies

Other project expenses
- To be determined based on project scope