

Budget Planning for Humanities Institute & Science Institute
Guidelines and Standard Amounts

Stipends	Stipends for partial day workshop or seminar participation (Full time faculty eligible for stipends in <i>summer only</i> ; part-time faculty may be eligible)	\$50/person max (stipend or gift certificate)
	Stipends for full-day workshop participation (Full time faculty eligible for stipends in <i>summer only</i>)	\$100/person max (stipend or g.c.)
	Stipend augmentation for faculty with special needs (for travel, daycare, etc. – brief rationale provided for each individual as well as total budget impact)	\$50/per day max
	Additional stipend for workshop creation, organization, and facilitation by participating faculty (rationale for stipend must be provided; limit 3 per proposal)	\$500/person max
	Exempt staff/admin not eligible for stipends in most cases (9-month staff may receive stipends for summer work)	\$0
	Department Chair stipend for summer work related to intensive faculty development. (should be negotiated w/ Dean based on expected workload prior to submission)	Approximately \$750-\$1250
Honoraria	Visiting speakers and all-day workshop leaders (smaller stipends for lesser-known speakers should be calculated according to length and intensity of the contribution; rationale and supporting documentation must be provided for honoraria in excess of this amount for truly prominent speakers; travel should be kept within reasonable costs as much as possible)	\$1000/per day
Meals (roughly based on University per diems)	Workshops or seminars that begin at or later than 8:30 and end at or around 4:30 should include only lunch (partial day workshops may include breakfast OR lunch)	\$15/person
	Workshops lasting 3 or more days may include one dinner	\$30/person
	Meals through Sodexo (or off-campus with outside speakers and other guests) should be calculated at approximately: (all attempts should be made to stay within this budget; number of funded off-campus diners should not exceed 6 per night)	\$15/person breakfast \$25/person lunch \$50/person dinner