

Maine EPSCoR's SEANET Budget Instructions

- The maximum award request for Maine EPSCoR Seed Grant for 2017 is \$20,000.
- A minimum 20% match is also required and can be met with direct or in-kind support. A match can be met by estimating in-kind, (non-cash), and contributions to the project, with a cash match or with a combination of an in-kind and cash match.
- Awards are contingent upon a review process, the applicability of the scope and nature of the project, and the availability of funds.
- A budget justification is required. A budget justification is a breakdown of your proposed budget in a narrative format, and is used to "justify" the expenses identified for the project. Budget narratives need to withstand the scrutiny of grant reviewers. The budget justification should:
 - Provide as much detail and justification as necessary.
 - Be organized in the order of the line items in the detailed budget (spreadsheet).
 - Explain why each of the items are needed to accomplish the scope of work. Please do included an itemized list of equipment. Only items listed in the grant proposal will be considered an allowable cost if an award is made.
 - For personnel costs, explain each individual's salary and time commitment (# months) in relation to their role. Specify any fringe benefit rates.
 - Travel costs should include a destination and a breakdown (i.e. mileage, etc.). The current allowable University of Maine rate is \$0.44 per mile. Awardees will only be granted travel reimbursement based on this fixed rate per mile.
 - **ME EPSCoR funds cannot be used to purchase food.** This expense can be part of the match.
- Please confer with the Maine EPSCoR office for any questions about allowable costs, or if you need assistance in filling out this table.

