

Fellowships Budget Proposal Guidelines

Annotated Budget

- An annotated budget includes both the numerical value for each line item as well as a justification that provides details and explanation to the requested fund
- Each line item should directly connect with activities within the statement of purpose
- Needs to include a summary of additional financial resources and pending scholarship applications
- Common budgeting items to include for international travel:
 - Airfare
 - Include both departure and arrival flights
 - Cost of travel to and from the airports
 - Search online for average airfares, considering seasonal or holidays that might impact prices
 - Local travel: car, bus, train, etc.
 - Talk to other Rice students who are or have been in your proposed location
 - Ask contacts within your host institution
 - Visa fees
 - Check the [U.S. Travel website](#) for more information about each country's requirements
 - Housing
 - Use specific sites such as Airbnb.com, wimdu.com, or search for hostels and apartments
 - Food
 - Budget for a realistic measurement of food that you consume on a weekly basis
 - Do not depend on restaurants as your only source for meals
- Cost of living resources:
 - <https://www.expatistan.com/cost-of-living>
 - <https://www.oanda.com/currency/converter/>
- Some helpful resources:
 - <https://funding.yale.edu/applying/creating-budget>
 - https://cseas.yale.edu/sites/default/files/files/CIPE_PreparingBudget-2.pdf
 - <http://krieger.jhu.edu/research-opps/wp-content/uploads/sites/86/2017/05/Sample-Fellowship-Budget.docx>
 - <https://uraf.harvard.edu/budget-and-proposal-writing-tips>