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Office of Research, Scholarship, and Creative Activities
Cal State LA

BUDGET PAGES: RSCA Award Year 2027-2028

Please try to limit your Budget Justification Narrative to 1-2 pages maximum.

Use the attached Budget Template to complete your budget, itemizing your costs. Some items may require consultation with your Program Coordinator or College Resource Manager. Enter "0" in the Budget Template and "N/A" in the Narrative for any categories that do not apply.

Budget Justification Narrative:

A. & B. Personnel: Identify the personnel or the roles in this project and their responsibilities in the project. Explain how you will recruit and hire for each role. If the role includes CSU staff or students, please consult with your Resource Manager about possible Fringe Benefits costs.

C. Travel: Explain any travel that is necessary for the completion of the project (to interview subjects, to archives, etc.). The CSULA Minigrant does not cover conference travel to present your research or findings. Please consult with your Program Coordinator, College Resource Manager, or the CSULA One-stop Financial Services Travel page for more information. Please note that International Travel also requires a Risk Assessment.

D. Equipment (*Items with a unit cost of $5000 or sensitive/theft-prone items over $500): Please explain any equipment purchases needed for this project. If the equipment costs the full amount or more than the amount of the grant, identify the source of additional funds to pay for the equipment.

E. Supplies (*Items less than $500 or equipment less than $5000):
Explain any materials or supplies needed to support completion of the project's objectives (such as interviewee incentives, software, workshop/art materials, etc.).

F. Contractual (Vendors, Sub-awards): If the project involves sub-awards to external project partners, such as community organizations or program evaluators, provide a description of the scope of work that each contractual vendor will provide.

G. Services: Explain any expected services necessary for the proposed project, such as printing services, room rental, catering, etc.

H. Other: This section will include other costs incurred by the project. Basically, a miscellaneous category for expenses not covered in the previous categories.

I. Indirect Costs: THERE ARE NO INDIRECT COSTS ASSOCIATED WITH THE MINIGRANT. PLEASE ENTER "0" FOR THIS CATEGORY IN THE BUDGET.