

PEAK BUDGET WORKSHEET	
PLEASE READ THIS INTRODUCTION CAREFULLY	
The budget is a document that is designed to help you plan your project.	
PEAK Funding is distributed in one of two ways: 1) directly to you (if you are a student) or 2) to your faculty mentor (if your project can be funded by a faculty mentor's grant).	
There is an important legal difference between stipends and wages. University faculty mentor will be waged; only rarely will they be stipended. Use the interactive decision tool to determine which of these might be appropriate for your project.	
Be sure to review the guidance available on the URF website. If you are a student, you cannot work more than 10 hours/week for up to 10 weeks; Ascent up to 10 hours/week for up to 10 weeks; and if you are a faculty mentor, you cannot work more than 40 hours/week for up to 10 weeks). You cannot work for a longer period of time.	
Those seeking a wage should be sure to share their I-9 paperwork with their faculty mentor. If they are awarded a PEAK Experiences Award, they can be hired as a student employee.	
Remember. Scale your budget to the award amount. We ask that you be realistic about the amount of funding (which we can size up). If you cannot easily read the budget (worded in a way that is not clear), please contact the URF. The description cells are designed to "wrap" around the text.	
Flowchart PDF:	https://undergraduate.northeastern.edu/app/undergraduate/peak-experiences-award/flowchart.pdf
Decision Tool:	https://provostweb.vanderbilt.edu/peak-experiences-award/decision-tool/
If you are to be paid a wage , use the Wage tab.	
If you are to be paid a stipend , use the Stipend tab.	
When complete, enter the relevant information from here on to the application (and print the application correspondingly). The numbers generated in this document should be used to fill in the application. correct either this form, your budget or the application.	
Printing: For the application, navigate to the appropriate tab and Print. 1-page application.	

WORKSHEET INTRO

FULLY AND UTILIZE THE DECISION TOOL.

ur project *and* to help us easily distribute any award funding.

or 2) directly to your mentor, depending on whether or not your
by a wage or a stipend.

ges. **A vast majority of projects conducted with a Northeastern
eligible for a stipend.** Be sure to review our flowchart (pdf) and
appropriate for your project before you complete your budget.

ou receive wages for a PEAK project, you must only complete the
hours than the financial award supports (BaseCamp up to 5 hours/
weeks; Summit up to 20 hours/week for up to 10 weeks; TrailBlazer
a portion of a PEAK project and volunteer for another portion.

th Student Employment upon submission of an application, so that
hired and begin working on the project as soon as possible.

ou print this document to PDF, being sure to scale it to fit 1-page
(s are cut off), neither can we and we will not award your project
text" to ensure legibility. If they don't, figure it out!

https://nupeak.org/uploads/sites/3/2019/11/STIPEND_WAGE_NUPEAK_FINAL.pdf
nufoo.com/forms/z5dbf3n160qbeg/

e wage tab to create your budget.

e stipend tab to create your budget.

n the application portal in correct sections (they are named
l be reflected in your application form. If they are not the same --
: narrative, or the application form.

nt to PDF. Be sure to position in Landscape mode and Scale to Fit to
ge.

PEAK EXPERIENCES WAGE BUDGET TEMPLATE					
YOUR NAME:	Pooja Prabu				These categories are not exhaustive. Please modify Column A subcategories or add line items in "Other" as necessary.
PROJECT TITLE:	Assessing the Digital Divide in Massachusetts through Data Modeling				If you are earning a WAGE, please complete the budget form in the WAGE tab. Use STIPEND tab if asking for a stipend.
PEAK EXPERIENCES AWARD BUDGET	Base Camp				Complete all blue cells. The spreadsheet has formulas within it.
	Specific Description	Quantity	Price per Unit	Cost	
Laboratory Expenses				0	<-- Automatically calculated
Specimens		0	0	0	Please indicate source/supplier in this column.
Beakers		0	0	0	
Petri dishes		0	0	0	
Reagents		0	0	0	
Machine time		0	0	0	
Other		0	0	0	
Information				0	<-- Automatically calculated
Data set		0	0	0	Please include links to items in this column.
Software license		0	0	0	
Books		0	0	0	
Printing		0	0	0	
Translation/Interpretation Services		0	0	0	
Other		0	0	0	
Durable Goods Utilized by Researcher				0	<-- Automatically calculated
Cameras		0	0	0	Please include links to items in this column.
Microphones		0	0	0	
Recorders		0	0	0	
Hard drives		0	0	0	
Other		0	0	0	
Travel				0	<-- Automatically calculated. The PEAK Award funds up to 50% of travel costs directly related to the project. Enter the full cost; the sheet formula will adjust these costs by 50%.
International Flights		0	0	0	You can add additional details here if necessary.
Domestic Flights		0	0	0	
Taxis		0	0	0	
Trains		0	0	0	
Buses		0	0	0	
Visa		0	0	0	
Food		0	0	0	
Lodging		0	0	0	
Other		0	0	0	
Travel to Present at Conference					Do NOT include travel for conferences; instead, apply to the Shout-It-Out Award.
Student Wage (USE OTHER TAB IF STIPENDED PROJECT)				\$750	<-- Automatically Calculated. You may only work on your PEAK project for as many hours as can be supported by the amount allocated to a wage (at the rate of \$15 per hour). You cannot volunteer for free on a PEAK project that you are otherwise being paid for. This number should not exceed the award amount -- if it does, adjust the time you are working on your project!
PEAK Hourly Wage				\$15	For equity and efficiency, PEAK wages are now standardized at \$15 per hour.
Average Hours Worked Per Week (Dropdown)				5	<ul style="list-style-type: none">• Base Camp maximum 5 hours/week• Ascent maximum 10 hours/week.• Summit maximum 20 hours/week.• Trail-Blazer maximum 40 hours/week.• No Northeastern student can work more than 20 hours a week while enrolled in classes.
Total Weeks Worked (Dropdown)				10	Cannot exceed 10 weeks. The PEAK Award term is maximum 10 weeks.
All Costs				750	<-- Automatically calculated
Resources				0	<-- Automatically calculated
Personal contributions		0	0	0	You can add any additional detail here if necessary.
Family contributions		0	0	0	
Other university contributions		0	0	0	
Donations		0	0	0	
External entity contributions		0	0	0	
TOTAL BUDGET REQUEST (Enter in Application Portal)				750	<-- Automatically calculated. Funding amounts for awards follow, Base Camp (750), Ascent (1500), Summit (3000), Trail-Blazer (6000). Do NOT create a budget for an amount that exceeds the proposed award.
TOTAL FOR FACULTY FACILITATED PURCHASES (ENTER IN PORTAL)				0	<-- Automatically calculated
TOTAL FOR STUDENT WAGES (ENTER IN PORTAL)				750	<-- Automatically calculated

YOUR NAME:					These categories are not exhaustive. Please modify/add line items as necessary. Sub-categories in Column A are editable, you can add in "Other." Be sure to print this to
PROJECT TITLE:					This spreadsheet is for STIPENDED projects only.
PEAK EXPERIENCES AWARD BUDGET	SELECT AWARD TYPE (Dropdown)				Complete all BLUE SECTIONS
	Specific Description	Quantity	Price per Unit	Cost	
Travel Outside the US				0	<-- Automatically calculated. Provide any additional information in these columns as as necessary
International Flights		0	0	0	
International Hotels/Lodging		0	0	0	
International Taxi/Train/Bus		0	0	0	
Foreign Travel Administrative Fee*		0	150	0	*Required (per person) if project involves international travel.
Visa		0	0	0	
Other		0	0	0	
Travel Within the US				0	<-- Automatically calculated. Provide any additional information in columns below as as necessary
Domestic Flights		0	0	0	
Public Transit/Taxi/Rideshare		0	0	0	
Trains		0	0	0	
Buses		0	0	0	
Other		0	0	0	
Food and Lodging				0	<-- Automatically calculated. Briefly describe how you arrived at these figures.
Food		0	0	0	
Lodging within the US		0	0	0	
Durable Goods Utilized by Researcher				0	<-- Automatically calcuated. Please include links to items in this column. Similar items may be provided from the URF lending library. Depending on nature of good, purchased items become property of URF and must be returned at end of project.
Cameras		0	0	0	
Microphones		0	0	0	
Recorders		0	0	0	
Hard drives		0	0	0	
Other		0	0	0	
Laboratory Expenses (Faculty administered)				0	<-- Automatically calculated. We will forward these moneys to Pls. Please indicate source/supplier in this column.
Specimens		0	0	0	
Beakers		0	0	0	
Petri dishes		0	0	0	
Reagents		0	0	0	
Machine time		0	0	0	
Other		0	0	0	
Information				0	<-- Automatically calculated. Please include links to items in this column.
Data set (Check LIBRARY)		0	0	0	,
Software license (Check CAMPUS IT)		0	0	0	
Books (Check LIBRARY)		0	0	0	
Printing		0	0	0	
Other		0	0	0	
All Costs				0	
Resources				0	<-- Automatically calculated. Provide any additional detail as necessary in this column.
Personal contributions		0	0	0	
Family contributions		0	0	0	
Other university contributions		0	0	0	
Donations		0	0	0	
External entity contributions		0	0	0	

Total Budget Request	0	<-- Automatically calculated. Maximums Awards: Base Camp (750), Ascent (1500), Summit (3000), Trail-Blazer (6000). Do NOT request more than the award affords.
TOTAL FOR FACULTY FACILITATED PURCHASES (ENTER IN PORTAL)	0	<-- Automatically calculated.
TOTAL STIPEND AMOUNT (ENTER IN PORTAL) Budget Request Less Lab Costs (ENTER IN PORTAL)	0	<-- Automatically calculated.

SELECT HOURS (Dropdown)			SELECT WEEK
0			0
1			1
2			2
3			3
4			4
5			5
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9			9
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