

## **Frequently Asked Questions regarding Hartford Faculty Scholar Budgets and Allowable Expenses**

September 2009

### **1. When building my HFS budget, may I include monies for my Institutional sponsor?**

No. The Hartford Foundation does not permit you to allocate any monies for your Institutional sponsors. As stated in the application materials, the purpose of the grant is:

- To provide 2 year grants of \$50,000 to offset the Scholar's time commitments by supporting salary and benefits to a maximum of \$45,000); and
- To provide funds for travel to national professional meetings and/or research and statistical consultation, as well as other costs related to the Scholar's project.

Note: No indirect costs from the grant are allowed to the school.

### **2. Is travel to international conferences considered an allowable expense under the HFS grant?**

International travel will only be approved for inclusion in the HFS grant budget if the travel is to present a paper or serve on an international committee (an official invitation is required).

### **3. May I spend more than \$50,000 in Year 1 of my HFS grant?**

No, the funds must be equally divided between Year 1 and Year 2. The HFS program provides \$50,000 for both years.

### **4. May I plan to spend less than \$50,000 in my first year and allocate the difference to Year 2?**

No, your budget must reflect that you plan to spend \$50,000 in Year 1 and \$50,000 in Year 2. If you do not spend the full \$50,000 in Year 1, you may submit a request to carry over funds to Year 2. If you do not spend the full \$50,000 in Year 2, you may submit a request for a no-cost extension.

**5. What supplies are considered allowable expenses under the HFS grant?**

The following are supply items considered allowable under the HFS grant:

- Books for your professional library
- Statistical software to support your research project
- A laptop, mini-recorder, printer, or other electronic tools to assist you in your research
- Paper, envelopes, etc.

**Note:** Office furniture is not considered an allowable expense. Your budget narrative should include an explanation for the more expensive items that appear in the supply line.