Barbara King Scholarship: Budgets and Scheduling

Once you have your idea in place you will need to produce a schedule and a budget. The schedule should outline the major tasks to be completed in a timeline format. The budget should include all expenses required to complete the project. Optional tasks and budget items should be clearly identified. These items could later be dropped from the project if budget or time constraints require.

While it might be tempting to just jump in and write up a budget, it is often beneficial to write both the budget and schedule at the same time when preparing your draft proposal. Both should then be reformatted for the final submission.

The example on the back page demonstrates this process for a research project that documents the landscape design of North American villages above the 65th parallel. The budget below is typical of what would be expected in the final scholarship submission.

### Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel - Local and Regional</td>
<td>$1100</td>
</tr>
<tr>
<td>Travel (Optional North Central Village Visit)</td>
<td>$250</td>
</tr>
<tr>
<td>Lodging (3 nights)</td>
<td>$180</td>
</tr>
<tr>
<td>Food (12 days)</td>
<td>$240</td>
</tr>
<tr>
<td>Backpack and Sleeping Bag (6-9 nights)</td>
<td>$300</td>
</tr>
<tr>
<td>Review Materials, Postage, and Phone</td>
<td>$150</td>
</tr>
<tr>
<td>Video Camera &amp; Film for SLR</td>
<td>$675</td>
</tr>
<tr>
<td>External Quantum Firewire Drive for Video Storage</td>
<td>$220</td>
</tr>
<tr>
<td>Presentation Materials</td>
<td>$60</td>
</tr>
</tbody>
</table>

$3,175 Total
March
Begin literature review ($150 for Maps, Books and Telephone Calls)
Make contact with experts on this topic

April
Identify villages to visit
Prepare travel plans
Continue literature review

May
Establish criteria for landscape comparison and evaluation
Prepare for travel and gather supplies
- Backpack $200
- Sleeping Bag $100
Purchase Video Camera $600
Film $75

June
Travel to Northern Alaska (Chicago – Fairbanks)
- Airline ticket $600
- Two nights at hotel in Fairbanks $60
Visit "Museum of North American Man" in Fairbanks $15
Travel to villages in NW Alaska
- Local transportation to villages $250
- Lodging (make arrangements to try and find local free lodging)
Visit 2 – 3 villages
  - Document the landscape through video
  - Interview community leaders
Travel to villages in NC Alaska (optional)
- Local transportation to villages $250
- Lodging (make arrangements to try and find local free lodging)
Visit 2 – 3 villages
  - Document the landscape through video
  - Interview community leaders
Travel to villages in NE Alaska (optional)
- Local transportation to villages $250
- Lodging (make arrangements to try and find local free lodging)
Visit 2 – 3 villages
  - Document the landscape through video
  - Interview community leaders

Return to Fairbanks
One night lodging at hotel in Fairbanks $60
Travel to Chicago

July
Develop Film $200
Prepare draft report
Begin working on video documentary of the trip (College Labs)
  - Purchase external storage device for video $220

August
Finalize report and video
  - Report Printing $30
  - DVD Media $30

September
Present report and video to faculty and students.