**Rowan University Seed Funding Budget Guidelines**

All budget items must directly support the proposed effort and must be clearly justified. All equipment and other non-expendable supplies purchased with Seed Funding Program grants are and remain the property of Rowan University.

* Salaries and Wages: Faculty salary is not permitted. Salaries and wages requested for student workers shall be based on prevailing departmental / college rates.
* External Consultant Fees: May be requested to assist in areas of the project where additional expertise is required. Daily rate and number of days working on project must be provided.
* Travel: Only travel clearly associated with the research project and not otherwise available through departmental or college travel funds will be considered. All travel should be calculated following the University’s daily per diem meal allowances and applicable lodging and transportation policies.
* Equipment, Supplies, Materials, and Other Direct Costs: All requests for equipment, supplies, materials, hardware, software, and other items directly related to the project must be justified. Expenses generally provided by the department or college or those expenses typically covered by personal funds will not be allowed. Therefore, routine photocopying, commuting to / from Rowan, memberships to professional organizations, internet access, etc. are not permitted.

Note: All State purchasing / procurement guidelines need to be followed when purchasing equipment/supplies and/or hiring consultants