



# EPICS in IEEE Project Budgets

Learn how to put together a budget for your service-learning project

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# EPICS in IEEE Project Budget Overview

- EPICS in IEEE awards grants between **\$1,000-\$10,000** for projects.
- The project proposal will ask for an itemized detailed budget to be included.
- The budget should outline all the materials needed to create a prototype and complete the project.
- EPICS in IEEE has a limited amount of funding, so the committee will make sure the budget makes sense and is reasonable.

# Itemized Budgets

Be sure to:

- List all project materials individually and include their costs.
- Show the budget in US dollars.
- Include specific web links to the materials (i.e., Amazon links) whenever possible.
- Include an estimate for the number of people that will be consuming food/snacks, for example 20 people at \$2 a day, if necessary. (Try to keep these costs reasonable)
- Estimate the number and type of printed materials that need to be purchased, if necessary. (i.e. brochures, t-shirts, flyers)
- Indicate the type of travel and estimate the number of people and cost per person (by car, bus, train, etc.), when travel is required to execute the project.
  - EPICS in IEEE does not fund International travel



# What cannot be included in a budget

EPICS in IEEE does not fund personnel costs such as

- Salaries
- Stipends
- Honorariums

In addition, EPICS in IEEE does not fund

- Excessive or international travel
- Equipment for personal use
- Research-equipment
- Capital Expenses (this include laptops/computers for computer labs)
- Overhead (including university overhead)
- Miscellaneous (or any additional budget requests that are not itemized)
- Prizes or incentives for participation
- Services such as internet or phone plans (unless not available anywhere in the community for reasonable use)

# Receiving Project Funds

- EPICS in IEEE uses the local IEEE sections to distribute the project funds to the teams.
- EPICS in IEEE will coordinate the transfer of funds with local IEEE section after the Acceptance Package has been received.
- The local section will then transfer the money to the project teams based on the Section's procedures.
  - Some sections will distribute the full amount when the funds are available; others will require receipts for reimbursement.
- The Program Manager will work with the financial contact for the project as indicated in the Acceptance package.
- Typically, funds are transferred to the section approximately 1-2 months after the Acceptance Package is received.
- Please communicate with EPICS in IEEE if there are difficulties getting funding from the section.
- **Note: Mandatory bank or Section administration fees that are incurred with a transfer of funds from EPICS in IEEE to the IEEE section may be included in the project budget; however, the IEEE section must confirm to EPICS in IEEE that these are mandatory.**

## IEEE Regional World Map

Related information >

Learn more about how to get involved in your Region. View the links below to go to your IEEE Region's home page or learn about IEEE geographic unit (Section, Chapter, and affinity group) activities in your Region.



> IEEE-USA (Regions 1-6)

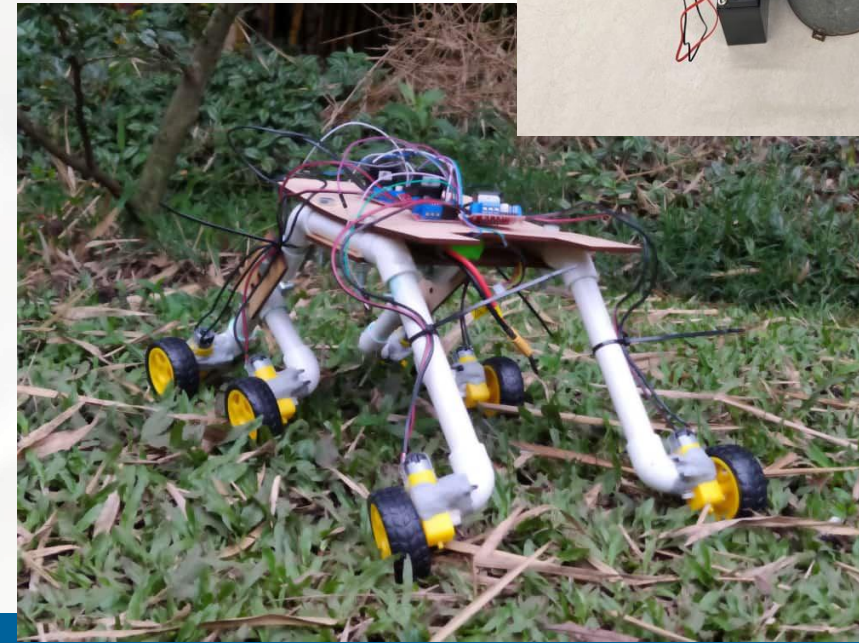
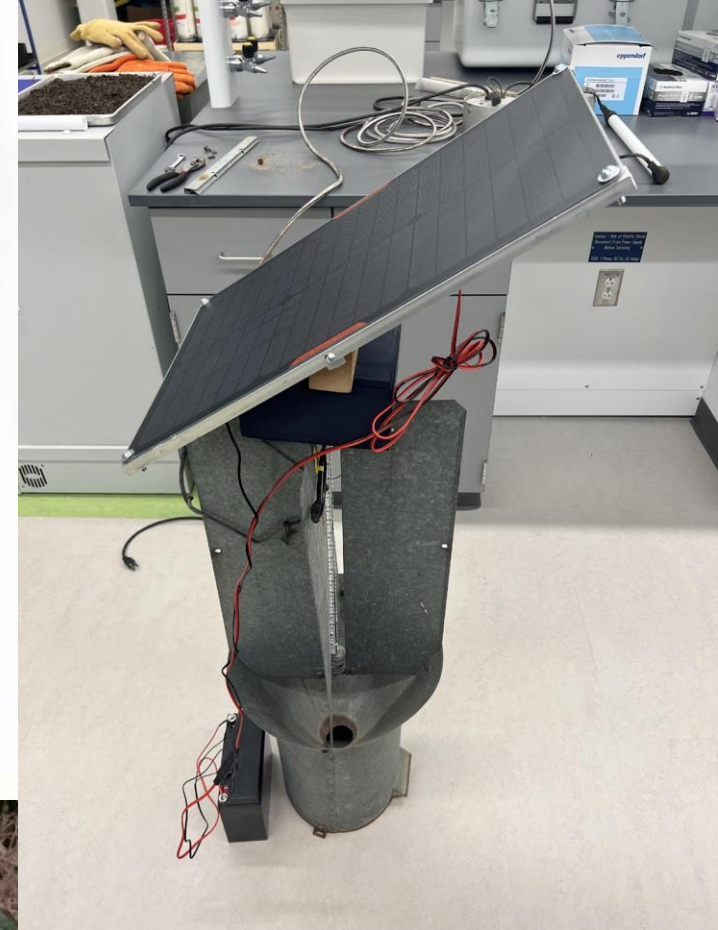
<b>Region 1</b> (Northeastern US)	<b>Region 2</b> (Eastern US)	<b>Region 3</b> (Southern US)	<b>Region 4</b> (Central US)	<b>Region 5</b> (Southwestern US)
<b>Region 6</b> (Western US)	<b>Region 7</b> (Canada)	<b>Region 8</b> (Africa, Europe, Middle East)	<b>Region 9</b> (Latin America)	<b>Region 10</b> (Asia and Pacific)



# Other things to consider

EPICS in IEEE has limited funds so be sure to:

- Include a budget for enough material to develop the prototype; once the prototype is determined to be functional, the team may request additional funding.
- Ensure the budget is realistic for this project.
- Keep the project timeline to no more than 12 months.



# Closing out your budget

Final report requirements for EPICS in IEEE

- Make sure to save your receipts!
- The team will need to provide a final budget document in your final report for your project.
- We understand that prices may change and that you may need to substitute other materials; keep record of it and include in your quarterly reports.
- If you have a large change to your budget/materials, please share this information with the Program Manager. In some cases, large changes will need to be approved by the EPICS in IEEE committee.
- All requests for additional funding for your project or for the next phase of your project must be reviewed by the EPICS in IEEE committee.



# Budget Examples



HYDRATION STATION DETAILED BUDGET LIST								
Item Requested	Budget	ACTUAL		Variance		Vendor	Source	Purpose/Justification
	Cost	Number of Units	Unit Cost	Total Cost	Favorable/(Unfavorable)			
Polyurethane Tubing	\$ 10.00	10	\$0.50	\$ 5.00	\$ 5.00	Global Industrial	<a href="https://www.globalindustrial.com/p/polyurethane-tubing-for-drinking-water-18id-x-14od-x-25-ft?ref=5">https://www.globalindustrial.com/p/polyurethane-tubing-for-drinking-water-18id-x-14od-x-25-ft?ref=5</a>	Connecting from water source at HSC to Hydration Station.
Elkay EZH20 Enhanced Wall Mounted Filtered Water Bottle Refilling Station, Light Gray	\$ 1,000.00	1	\$ 1,190.00	\$ 1,190.00	\$ (190.00)	Global Industrial	<a href="https://www.globalindustrial.com/p/elkay-ezh20-lzs8wslp-next-generation-water-bottle-refilling-station-wall-mount-gray?ref=42">https://www.globalindustrial.com/p/elkay-ezh20-lzs8wslp-next-generation-water-bottle-refilling-station-wall-mount-gray?ref=42</a>	Filling up reusable water bottles
Mark II Keg & Carboy Washer	\$ 150.00	1	\$105.00	\$ 105.00	\$ 45.00	Beverage Factor	<a href="https://www.beveragefactory.com/draftbeer/keg-equipment/beer-tools/keg300-mark-keg-carboy-washer.html?gclid=Cj0KCQIA3rKQBhCNARISACU EW_bo3fGCK96XhrCubPgr_4lbFd8FgdaNXNca4qQ1MvhRc7gGbwDbSqcaAnXIEALw_wcB">https://www.beveragefactory.com/draftbeer/keg-equipment/beer-tools/keg300-mark-keg-carboy-washer.html?gclid=Cj0KCQIA3rKQBhCNARISACU EW_bo3fGCK96XhrCubPgr_4lbFd8FgdaNXNca4qQ1MvhRc7gGbwDbSqcaAnXIEALw_wcB</a>	Dispensing soapy water concentration to sanitizer reusable water bottles
Elkay & Halsey 3000 Gallon Water Sentry Replacement Filter	\$ 200.00	1	\$71.95	\$ 71.95	\$ 128.05	Global Industrial	<a href="https://www.globalindustrial.com/p/watersentry-replacement-filter-for-ezh2o-bottle-filling-stations?ref=42">https://www.globalindustrial.com/p/watersentry-replacement-filter-for-ezh2o-bottle-filling-stations?ref=42</a>	Replacing filters every 4 - 6 months after 3,000 gallons
Dr. Bronner's Pure-Castille Liquid Soap (32 oz./bottle)	\$ 18.00	1	\$15.00	\$ 15.00	\$ 3.00	Amazon	<a href="https://www.amazon.com/Dr-Bronners-Pure-Castille-Soap-Peppermint/dp/B001ET77YI/ref=sr_1_1?crid=IMN3H8APQZDP&amp;keywords=dr+bronnens+castile+soap&amp;qid=1645041516&amp;s=beauty&amp;sprefix=dr+bronne%2Cbeauty%2C120&amp;sr=1-1">https://www.amazon.com/Dr-Bronners-Pure-Castille-Soap-Peppermint/dp/B001ET77YI/ref=sr_1_1?crid=IMN3H8APQZDP&amp;keywords=dr+bronnens+castile+soap&amp;qid=1645041516&amp;s=beauty&amp;sprefix=dr+bronne%2Cbeauty%2C120&amp;sr=1-1</a>	Washing reusable water bottles with nontoxic and antibacterial soap
Shipping and Handling	\$ 200.00	1	\$200.00	\$150.00	\$ 50.00	Global Industrial	Global industrial will include in invoice	Line item on invoice
8.5% AZ State Tax	\$ 117.13			\$ 117.89	\$ (8.95)	Department of Revenue	<a href="https://www.taxfoundation.org">https://www.taxfoundation.org</a>	
<b>TOTAL</b>	\$ 1,695.13			\$1,654.84	(1)			

(1) The total cost for one Hydration Station is \$1,654.84. We plan on scaling to 6 Hydration Stations to realize the economic benefits. The total costs will be \$9,929.04.

## Simplistic Budget Example

Project DIANA Budget		
Items	Price	Description
Drone	1500	ARRIS M900
FLIR Thermal Core	1680	Flir Boson 320
Air Nitrogen Sensor Module	40	Grove Multi-channel gas sensor
Soil Nitrogen Sensor	40	Seeed - Green House Monitoring system
Micro-controller	35	Raspberry Pi
RHP Boson RC Interface	500	Remote Control for Thermal Camera
PCB Board	20	
<b>Total</b>	<b>3815</b>	

## Specific line-item Example

6	Device manual	<ul style="list-style-type: none"> <li>• Cost/manual= Rs. 100</li> <li>• No. of manuals =11</li> <li>• Total=11*100= Rs. 1100 (\$14.82)</li> </ul>
7	Training and motivational classes for blind people	<ul style="list-style-type: none"> <li>• No. of classes = 5</li> <li>• Cost per class = Rs. 2000</li> <li>• Total = 5*2000 = Rs. 10,000 (\$134.76)</li> </ul>
8	Workshop for high school students	<ul style="list-style-type: none"> <li>• No. of session = 6</li> <li>• Cost per session = Rs. 2000</li> <li>• Total = 6 * 2000 = Rs. 12,000 (\$161.72)</li> </ul>

Funding Amount Requested from IEEE EPICS Projects	
EXPENSES	
List and Group ALL Project Expenses	Expenses to be Paid from Grant (in US Dollars)
Full System(Panel Battery Inverter etc.)	\$2,660.00
Metal Poles (10 nos)	\$480.00
Concrete for structures	\$164.00
Tools (Rent)	\$72.00
Construction works	\$90.00
Structural works	\$80.00
Conduct Pipes	\$63.00
Paints, Brushes	\$30.00
Lightning conductor copper cable(10 guage)	\$176.00
Solar Streert Light Controller(2 nos)	\$250.00
Dc Cables	\$40.00
Lightning Arrester	\$52.00
Miscellaneous (ACDB, DCDB etc...)	\$93.00
<b>Total Expenses (allocated to IEEE EPICS Funds Received)</b>	<b>\$4,250.00</b>
<b>Total Expenses (allocated to Other Funds from other Sources Received)</b>	<b>\$0.00</b>
<b>Total Project Expenses</b>	<b>\$4,250.00</b>

# Any Questions?

- [Access the EPICS in IEEE budget template.](#)
- Not sure if your budget is complete?
  - Send it to [epicsinieee@ieee.org](mailto:epicsinieee@ieee.org) and we will give you feedback before submitting your proposal.

The screenshot shows an Excel spreadsheet with the following structure:

- Row 1:** Title "EPICS in IEEE Project Budget" (colspan=8)
- Row 2:** Blank
- Row 3:** Section header "Project Information" (colspan=8)
- Row 4:** "Project Title:"
- Row 5:** "IEEE Section:"
- Row 6:** "University:"
- Row 7:** "Project Lead:"
- Row 8:** "Financial Contact:"
- Row 9:** Blank
- Row 10:** Table header with columns: Item, Unit Cost, # of Units, Additional Description, Product Link, Total Cost
- Row 11-24:** Empty rows for data entry.
- Row 25:** Summary row "Total Request from EPICS in IEEE" with a value of "\$0.00" in the Total Cost column.

The spreadsheet interface includes the Microsoft Office ribbon (File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help, Acrobat) and the status bar at the bottom showing "Sheet1" and "Accessibility: Good to go".

