

Study Away Program Proposal Budget Guidelines

All new and approved UNG Study Away Programs need to submit an annual budget sheet and budget narrative. The budget narrative should include a breakdown of the expenses, if not specified in the detailed budgets, and a description of how the expenses fit in the program. Include a separate note for each line item in the budget. Budget notes must follow the order of the line items in the budget and must explain how costs relate to the proposed activities. The budget instructions below match the individual line items in the Study Away budget template.

Once your program is approved, the CGE will assist you in opening the appropriate accounts for the program: the tuition account and the program account. Tuition will be deposited to the tuition account while the program fees will be deposited to the program account. Funds from each account may only be spent on certain items, so expenditures in the budget template are separated by the account that must pay those costs.

Please fill-in the shaded portions for each expense category: faculty salaries & academic expenses, faculty/staff travel, and student expenses. Please remember UNG requires a minimum of 10 students in order for a program to make. If there is more than one faculty teaching in the program, the budget will need to be adjusted accordingly.

Please do not alter the formulas in the spreadsheet. Use only numbers in the cells or the formulas will not function correctly. If you will be combining expenses into a single category, please use formulas to show the expenses that are being lumped together. If you add rows, be sure to verify that the formulas are still correct.

If you are working on a program renewal, CGE can share a budget analysis from the previous year in order to assist with your new budget creation.

Budget Review & Program Proposal Deadlines

Program Proposal Deadlines		Due Date
Spring & Spring Break	Budget Review	May 22
	Program Proposal	June 1
Summer	Budget Review	August 28
	Program Proposal	September 4
Fall	Budget Review	October 30
	Program Proposal	November 6

Study Away Programs Payments Deadlines

	Deadline Spring & Spring Break	Deadline Summer	Deadline Fall
Application Deadline / Deposit	October 30	February 1	April 1
First Payment	November 13	February 15	April 15
Second Payment	December 1	March 15	May 1
Third Payment	December 15	April 1	May 15
Remaining Balance	January 15	April 15	June 1
Withdrawal – possible refund	November 15	February 15	April 15
Withdrawal – no refund	December 1	March 1	May 1

Study Away Program Proposal Budget Instructions

Faculty/Staff Expenditures

1. **Program Director Salary:** Faculty salaries must be approved by your Department Head and Dean following an examination of your duties in the Study Away program. Faculty on year-round appointments may not receive additional salary.
2. **Program Director Fringe:** The fringe rates for faculty on nine-month contracts are calculated at 38% during the academic year and 28.55% during the summer. The fringe rate for faculty and staff on 12-month contracts calculated at 38% of salary.
3. **Additional Faculty Salary:** use the same guidance as line items listed above. Faculty salaries must be approved by your Department Head and Dean following an examination of your duties in the Study Away program. Faculty on year-round appointments may not receive additional salary.
4. **Additional Faculty Fringe:** The fringe rates for faculty on nine-month contracts are calculated at 38% during the academic year and 28.55% during the summer. The fringe rate for faculty and staff on 12-month contracts calculated at 38% of salary.
5. **Honoraria:** The budget should accurately reflect the relationship with all third parties who are contractors. Contracts must be negotiated and approved during the program proposal stage. Unless an invoice will be provided, a contract must be in place with any individual who will deliver lectures or otherwise be part of the program. Please describe in your budget narrative their duties in the program. i.e. lecture on topic related to the program, honoraria for program coordination, etc. Honoraria payments will be made after the service has been provided or completed per USG guidelines.
6. **Classroom rental:** If the program will use classroom facilities, please describe the rate for the rental in your budget narrative and attach a copy of contract/proposal.
7. **Teaching supplies:** If there are any program specific supplies that need to be purchased, please include and describe the supplies in your budget narrative.

Faculty/Staff Travel Expenditures

8. **Airfare:** include the estimated cost for roundtrip airfare. You may also include baggage fees if these are additional costs and not included in the fare.
9. **Ground Transportation:** include any ground transportation the program will cover, such as local bus passes, train, airport pick-up/drop-off, transportation to extra-curricular activities, etc. Please be sure to include a description in your budget narrative.
10. **Lodging:** include lodging details, would this be homestays, single or double room accommodations, residence halls or hotels, etc. In your budget narrative, please include any meals that may be provided as part of the lodging, i.e. includes breakfast.

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11. **Meals:** include the amount the program will cover for meals for the duration of the program. Please refer to [approved per-diem rates](#) for the calculation.
12. **Insurance:** It is required that all faculty and students participating in programs sponsored by UNG provide proof of medical insurance coverage. Travel insurance can be included as part of the budget. Please contact CGE for travel insurance provider options.
13. **Excursions:** include any mandatory program excursions in this line. If you are using a local agency for logistics, please include a copy of the contract with your budget proposal. Outline the location of the excursions and what is included in the price in your budget narrative. i.e. entrance fees to educational venues.
14. **Communications:** include any phone or data expenses the program will cover. It is important to consider your location when deciding what would be a reliable mode of communication.

Student Expenditures

15. **Airfare:** If your program will travel as a group and purchase airfare on behalf of the students, then include the cost here. UNG works with Student Universe for group arrangements and a contract must be signed upon program approval. Include the estimated cost for roundtrip airfare. You may also include baggage fees if these are additional costs and not included in the fare.
16. **Ground Transportation:** Include any ground transportation the program will cover, such as local bus passes, train, airport pick-up/drop-off, transportation to extra-curricular activities, etc. Please be sure to include a description in your budget narrative. i.e. weekly bus pass \$10 for 4 weeks = \$40.
17. **Accommodations:** Include lodging details, would this be homestays, single or double room accommodations, residence halls or hotels, etc. In your budget narrative, please include any meals that may be provided as part of the lodging, i.e. includes breakfast.
18. **Meals:** Include any meals the program will cover for students for the duration of the program. i.e. meal plan at host institution (daily breakfast and lunch \$15 for 10 days = \$150)
19. **Insurance:** It is required that all faculty and students participating in programs sponsored by UNG provide proof of medical insurance coverage. Travel insurance can be included as part of the budget. Please contact CGE for travel insurance provider options.
20. **Field trips/Excursions:** Include any mandatory program excursions in this line. If you are using a local agency for logistics, please include a copy of the contract with your budget proposal. Outline the location of the excursions and what is included in the price in your budget narrative.
21. **Other:** Use this line to add any additional budget categories not listed before. Please change the name of the item and include a description in the budget narrative.
22. **Administrative fee:** this is a mandatory, non-refundable convenience fee for on-line payment options via uPay. This fee will be deducted from any refunds made via Terra Dotta.

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23. **Contingency calculation:** this line allows you to estimate for cost fluctuations between time of proposal and the time of the program. It helps ensure there are sufficient funds to run the program. CGE recommends a range between 3% -5% for renewals and 5% for new programs.

Tuition Revenue

Please use the [appropriate undergraduate or graduate tuition](#) rate to calculate the projected revenue for your program. All undergraduate-level Study Away programs should use the most current bachelor's degree tuition rate. Students who are from out-of-state will be subject to out-of-state tuition rate and will need to secure an in-state tuition waiver. CGE may assist with this process; however, program directors and/or students must initiate the process.

Determining the Program Fees and Cost to the Student

Cost to the student: The total cost to the student will be the program fee + tuition and fees (technology and institutional; you will not receive the funds generated by these fees). Students will not be required to pay any other student fees unless they enroll in other courses at UNG.

The funds for tuition and the program fee are collected separately, and therefore should be listed separately in brochures for clarity. Students will pay UNG tuition and fees to the Bursar's Office via Banner and pay the program fee directly to the CGE via their online application portal [Terra Dotta](#).