### Budget Planning for Humanities Institute & Science Institute
#### Guidelines and Standard Amounts

| Stipends | Stipends for partial day workshop or seminar participation  
(Full time faculty eligible for stipends in *summer only*; part-time faculty may be eligible) | $50/person max (stipend or gift certificate) |
|----------|-------------------------------------------------------------------------------------------------|------------------------------------------|
|          | Stipends for full-day workshop participation  
(Full time faculty eligible for stipends in *summer only*) | $100/person max (stipend or g.c.) |
|          | Stipend augmentation for faculty with special needs  
(for travel, daycare, etc. – brief rationale provided for each individual as well as total budget impact) | $50/per day max |
|          | Additional stipend for workshop creation, organization, and facilitation by participating faculty  
(rationale for stipend must be provided; limit 3 per proposal) | $500/person max |
|          | Exempt staff/admin not eligible for stipends in most cases  
(9-month staff may receive stipends for summer work) | $0 |
|          | Department Chair stipend for summer work related to intensive faculty development.  
(should be negotiated w/ Dean based on expected workload prior to submission) | Approximately $750-$1250 |

| Honoraria | Visiting speakers and all-day workshop leaders  
(smaller stipends for lesser-known speakers should be calculated according to length and intensity of the contribution; rationale and supporting documentation must be provided for honoraria in excess of this amount for truly prominent speakers; travel should be kept within reasonable costs as much as possible) | $1000/per day |

| Meals | Workshops or seminars that begin at or later than 8:30 and end at or around 4:30 should include only lunch  
(partial day workshops may include breakfast OR lunch) | $15/person |
|       | Workshops lasting 3 or more days may include one dinner | $30/person |
|       | Meals through Sodexho (or off-campus with outside speakers and other guests) should be calculated at approximately:  
(all attempts should be made to stay within this budget; number of funded off-campus diners should not exceed 6 per night) | $15/person breakfast  
$25/person lunch  
$50/person dinner |