[prohibited purchases](#) for more information. You may also contact the Purchasing department or CURCA with specific questions.

Travel is only allowable is it is directly related to completion of your project.

Student stipends to do research are allowable, so long as student is not also accruing course credit. In addition, student workers must go through the HR hiring process, and should not be identified prior to submission of your grant.

Expenditures outside the proposed budget are not allowed without prior approval.

Budget Formatting

Please include the below information for each item you list in your budget. Proposals that do not meet this requirement will not be accepted.

Purchasing Procedures and Considerations

If you are awarded funding, please remember the following when attempting to make purchases:

Once a requisition is issued, purchasing must generate and submit a purchase order to the vendor. The vendor will then confirm the order and begin processing it. CURCA will be notified when your items ship, and will pass that information on to you.

Software and Technology related purchases:
- o IT approval is required and can add up to two weeks to the total order time.
- o Software must be purchased in the form of an institutional license, which will dramatically increase your cost.