ISW Budget Development Worksheet
(to share with your department accountant)

If you plan to hire a research assistant as part of your grant, you will need to provide your department accountant with answers to the following questions in order to develop an accurate budget for your grant proposal:

1. Who will the research assistant be?
   - undergraduate student
   - graduate student who is
     - ABD/advanced MA
     - completing coursework/prelims
     - either

   Graduate students who are still completing coursework are paid a fringe rate that includes benefits (FICA, Social Security) and tuition, so your accountant will need to include these amounts in the budget.

   ABD and advanced MA graduate students are also paid a fringe rate, but the tuition costs are lower, so your accountant may be able to budget lower costs for them.

   Undergraduate student workers do not receive money for benefits or tuition.

2. When will the work take place?
   - summer
   - school year
   - both

   You may get more bang for your buck if the RA work is done during the summer: student employees who work in the summer but are not taking classes at that time are hired under a “non-tuition-bearing code”—in other words, they do not need to be paid tuition benefits, so your accountant will be able to budget less for the same total number of hours of work.

3. How many hours will the RA work?
   - ___ hours per week for ___ weeks
   - ___% appointment for ___ weeks

   Your project timetable should help you determine precisely how much RA time you need. Keep in mind that while percentage appointments are typically for one semester (e.g., a 25% appointment is for 195 hours of work over the course of a 19.5-week semester, or an average of 10 hours per week), you can also ask for a shorter appointment (e.g., 25% for 6 weeks, or 60 hours total).

Complete this form with your department accountant before you make your budget request.