Project Budget Template

Please detail your project budget using this template.

Project Name:

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| --- | --- | --- | --- |
| **Item** | **Cost ($)** | **Quantity** | **Total** |
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| **TOTAL** | | |  |

Additional Information or comments:

**Note:**

Expenses that will NOT be approved for the McMaster Okanagan Special Project Funding include, but are not limited to:

* Staff or faculty salaries
* Primary research costs
* Small equipment purchases that are not ergonomically safe or effective
* Office renovations, office furniture, or artwork
* The purchase of stereo or electronic equipment for entertainment purposes
* Individual monetary reimbursements for gym memberships/fitness classes/ assessments
* Charitable donations
* Alcohol or illicit substances
* Any expenses not directly related to the project

If you are unsure if your expense will be covered, please email us at okanagan@mcmaster.ca.