<div align="center">TEXAS HIGHER EDUCATION COORDINATING BOARD

ACCELERATING CREDENTIALS OF PURPOSE AND VALUE GRANT PROGRAM
Budget Request Form Instructions
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Allowable and Disallowable Uses

Project budgets must be designed around allowable grant uses. Categories of allowable use include curriculum development and instructional design, software supporting instruction, faculty hiring and training capacity, third party training providers, off the shelf credential and training materials; marketing and outreach costs, and costs associated with data administration and reporting. Each of these uses is reflected as a budget category on the Budget Request Form.

Non-allowable uses of funds include any and all non-allowable costs specified in federal Uniform Grant Guidance (UGG) as well as the following: travel expenses; student financial aid; student supports; facility purchase/lease, building or construction; institutional marketing and/or communications expenses other than those pertaining to the grant project; and technology that is not for instructional use (e.g., laptops for staff).

Budget Categories

Proposed project budgets should incorporate one or more of the seven budget categories on the Budget Request Form. Proposed project budgets need not include all categories.

Purpose and Explanation

Provide a brief description of the cost and the purpose of each item in each budget category. Explanations of budget items such as software and equipment should indicate the number of items and cost per item. Itemize purchases with unit costs. Cost estimates are acceptable.

Proposed Budget

Provide the total amount associated with the budget category.

Compliance with Federal Requirements

In composing the project budget, please remember that all UGG stipulations must be adhered to. Documentation of Time and Effort is one prominent example of guidelines related to federal funding. Please be sure to consult current UGG to ensure compliance.

- **Time and Effort.** Personnel time supported by the grant must meet time/effort tracking requirements.

Total Requested Amount

Please be sure that the total amount on the Budget Request form is the sum of all the budget categories and matches the grant amount request on the Application form. Proposed budgets must fall within the following award ranges.

Award Ranges
$50,000 maximum for planning grants
$50,000-$500,000 for single institution
$50,000-$1.5 million for consortia