

Sample Budget # 1		Sample Budget # 2		Sample Budget # 3	
Consultant	\$500	Local conference attendance	\$2,000	Online seminar	\$500
Food for Meetings	\$350			Research assistance (survey dissemination, focus groups, data input)	\$800
Group book	\$150			Food for meetings	\$250
Classroom materials	\$500	Food for Meetings	\$250	Classroom Materials	\$500
Apps	\$1,500	Classroom materials	\$750	Faculty Workshop (food, books, materials)	950
Local conference attendance					
Total	\$3,000	Total	\$3,000	Total	\$3,000

Each FPLC will have an annual budget of \$3,000. This budget may also be used to fund activities and expenses for group meetings, professional development, off-campus visits, trainings, visiting speakers, food, and other relevant expenses. These funds are meant to be both practical and motivational for the participants involved. Each FPLC facilitator will receive training on using their budget effectively and will also receive support throughout the year from the CTSE program coordinator who will facilitate budget requests.

Budgets will be planned in the fall and must be approved by all members of the FPLC. Budget requests of more than 25% of the funds at any one time will be discussed with the FPLC facilitator group that meets with the CTSE director twice each semester.

Budgets are due by September 30, 2018. Email budget to ctse@suffolk.edu.