

**Guide for Developing
Collaborative Research Projects, Events, and Conferences Budgets
Simpson Center for the Humanities
Spring 2026**

Projects in this category may vary widely in form and scale. Principal investigators, limited to tenure-track faculty, may request support for one or more of these five types of activity. Summer support (1) and working conferences (2) absorb significant financial and staff resources, and require tangible and distinct outcomes. Because of this, applicants may only request support for one of those two types of activities in addition to any requests for types (3), (4), and/or (5). The maximum total financial request for each collaborative research projects, events, and conferences application is \$25,000.

Attached please find two example budgets. You may submit your budget either in Word or Excel. We encourage you to meet with Simpson Administrator Julie Tarr-Stoverink scfiscal@uw.edu for help in developing your budget.

1. Summer Research, Writing, and Creative Support

- Summer support of \$5,000 per principal investigator (PI) or maximum total of \$15,000 divided among three or more PIs may be taken in one or two of the following ways:
 1. summer salary for PIs (to be paid during late June 2027);
 2. research funds for PIs (for expenses during the 2026-27 and 2027-28 fiscal years); and
 3. hourly graduate research assistant (for work during summer 2026).
- If taken as summer salary, the fringe benefit rate of approximately 27% will be backed out of the \$5,000 or less amount, along with any tax withholdings.
- Graduate student research assistants should be budgeted at \$66/hour (includes 32.5% fringe benefit rate). Thus, for example, if one PI devoted their entire \$5,000 to hiring a graduate research assistant, they would be funded for approximately 76 hours during the summer of 2026. If the graduate student who is hired is not or not yet a PhD candidate, the hourly rate will be slightly lower.

2. Working Conferences

- Working conferences may take a variety of forms and, hence, expenses may vary greatly. \$20,000 is the maximum for working conference requests from the Simpson Center. You may, however, raise supplemental funding from other units and programs on campus. Funds that have already been raised or which you intend to raise should be noted in the proposal narrative and listed in the proposal budget.
- Hospitality When budgeting for hospitality, please use these amounts:
 - Small Private Reception (up to 25 people): \$325
 - Large Reception (over 25): \$800; if alcohol is served, \$1,800
 - Coffee/Tea & Light Refreshments: \$150 for half day; \$300 for full day
 - Catered Breakfast with Tea/Coffee: \$25/person
 - Boxed Lunch: \$25/person
 - Hosted Lunch at Restaurant: \$35/person for up to 6 people (reimbursable expense)
 - Hosted Dinner at Restaurant: \$100/person for up to 6 people (reimbursable expense)
 - Conference Dinner Off-Site: \$135/person for fixed menu at private venue, arranged by Simpson Center staff (*Note: Dinners hosted at a private home generally cost significantly less. In these cases, the food/beverage costs must be reimbursed rather than arranged ahead by Simpson Center staff.*)
 - Group Transportation for Dinner Off-Site: *Sometimes it is necessary to call a shared taxi or rideshare when multiple guests are going out for a dinner or excursion (most common for conference dinners with 8-15 people). We ask that as many people share one car as possible, estimating approximately \$80 per round trip per car.*

- Travel When budgeting travel for conference participants, please use these amounts:
 Airfare: \$600 for domestic, \$2,000 for international
 Ground Transportation: \$200
 Hotel: \$188 per night for 1-5 nights
- Honoraria. Honoraria vary according to a participant's role. Please use these amounts:
 Keynote speaker: \$1,200
 Participant sharing work at public event: \$600
 UW participant sharing work at public event: \$300 in research funds
 Participant only sharing work at closed event: no honorarium or research funds
- Venue. Funded projects get first priority for Simpson Center spaces, free of charge. *Sometimes, however, venue rentals such as the HUB, Petersen Room, or another location are more appropriate. These range in prices and estimates can be found on their websites.*

3. Intellectual Community Events

- These events may take a variety of forms and, hence, expenses may vary. We do not expect, however, that requests for this type of activity will exceed \$3,000. Here are a few examples of events that fall into this category:
 A large meet-and-greet which gathers people for a reception, announcements, and mingling should be budgeted at \$2,000
Post-panel receptions should be budgeted at \$325 if small (up to 25 people), \$800 if large (over 25 people), and \$1,800 if large and alcohol will be served by catering services.
 A lunchtime seminar should be budgeted at \$25/boxed lunch.

4. Lecture Series

- A lecture series may include up to three speakers, with up to two of them being external speakers. The third speaker in a three-part series needs to be from UW.
- Speakers should be budgeted according to these guidelines:
Domestic external speakers: \$3,900 (inclusive of \$1,000 honorarium, \$600 for airfare, \$200 for ground transportation, and three nights of hotel at \$188 per night. *Number of hotel nights may vary.*)
International external speakers: \$5,300 (inclusive of \$1,000 honorarium, \$2,000 for airfare, \$200 for ground transportation, and three nights of hotel at \$188 per night. *Number of hotel nights may vary.*)
UW speakers should be budgeted at \$500 for research funds in lieu of an honorarium.
- When budgeting for hospitality, please use these amounts:
 Small Private Reception (up to 25 people): \$325
 Large Reception (over 25): \$800; if alcohol is served, \$1,800
 Hosted Lunch at Restaurant: \$35/person for up to 6 people (reimbursable expense)
 Hosted Dinner at Restaurant: \$100/person for up to 6 people (reimbursable expense)

5. Microseminars

- Microseminars should be budgeted at \$1,500 for either one principal investigator or, if co-taught, divided among two or three principal investigators. These monies can be used to reimburse research expenses.

Appendix I: Collaborative Project Budget Example

This example budget requests summer support for two PIs, and funds for intellectual community-building activities and to host a two-part lecture series.

A. Summer Research, Writing and Creative Support

| | |
|--|-----------------|
| Summer Salary (inclusive of 27% benefit rate) | |
| PI #1 | \$4,000 |
| PI #2 | \$3,000 |
| Research Funds | |
| PI #1 | \$1,000 |
| Hourly Graduate Research Assistant | |
| PI #2 (30 hours at \$66/hr, inclusive of 32.5% benefit rate) | \$2,000 |
| | \$10,000 |

B. Intellectual Community-Building Activities

| | |
|---|--------------|
| Works-in-Progress Colloquium | |
| Autumn Quarter (boxed lunch at \$25 each for 12 people) | \$300 |
| Winter Quarter (boxed lunch at \$25 each for 12 people) | \$300 |
| Spring Quarter (boxed lunch at \$25 each for 12 people) | \$300 |
| | \$900 |

C. Lecture Series

| | |
|--|----------------|
| Lecture #1, Winter Quarter | |
| Domestic External Speaker (inclusive of \$1,000 honorarium, \$600 for airfare, \$200 for ground transportation, and three nights of hotel at \$188 per night) | \$3,900 |
| Small Reception | |
| \$325 | |
| Boxed Lunch (\$25 each for 14 people) | \$350 |
| Hosted Dinner (6 attendees at \$100 each, reimbursable) | \$600 |
| Lecture #2, Spring Quarter | |
| UW Speaker (research funds in lieu of honorarium) | \$500 |
| Hosted Dinner (6 attendees at \$100 each, reimbursable) | \$600 |
| | \$6,275 |

TOTAL REQUEST **\$17,175**

Appendix II: Collaborative Project Budget Example

This project has two PIs, who will co-teach a microseminar in addition to holding a working conference.

The working conference will be two days, with a combination of public and private events.

Venues here are assumed to be Simpson Center spaces; if another venue is required or preferred for the event, it should be budgeted in addition to this, with catering costs slightly increased.

| Budget Categories | Requested Budget | Budget Justification/Explanation |
|---|---------------------|---|
| Microseminar | \$ 1,500 | |
| Instructor Research Funds | \$ 1,500 | |
| PI #1 | \$ 750 | |
| PI #2 | \$ 750 | |
| | | |
| Working Conference Programming | \$ 2,350.00 | |
| Hospitality | \$ 2,350.00 | |
| Day 1 Catered Breakfast | \$ 250.00 | \$25 x 10 people |
| Day 1 Lunch | \$ 250.00 | \$25 x 10 people |
| Day 1 Area Studies Hosted Dinners | \$ - | co-sponsored by relevant units |
| Day 1 Catered Breakfast | \$ 250.00 | \$25 x 10 people |
| Day 2 Lunch | \$ 250.00 | \$25 x 10 people |
| Day 2 Conference Dinner | \$ 1,350.00 | \$135 x 10 people |
| | | |
| Keynote Speaker for Eve of Working Conference | \$ 5,452.00 | |
| Keynote Speaker Honorarium | \$ 1,200.00 | |
| | | |
| Keynote Speaker Travel | \$ 2,952.00 | |
| Airfare | \$ 2,000 | International Guest |
| Ground Transportation | \$ 200 | SEA-TAC <-> Hotel |
| Lodging | \$ 752 | 4 nights @ \$188 each (flight is 14 or more hours long) |
| | | |
| Keynote Speaker Hospitality | \$ 1,300.00 | |
| Hosted Dinner After Keynote Lecture (Reimbursable) | \$ 800.00 | Speaker + 2 PI's + 5 Participants @ \$100 each |
| Pre- or Post-Lecture Reception | \$ 500.00 | |
| | | |
| Non-Keynote Participants in Working Conference | \$ 9,808.00 | |
| Participant 1 | \$ 2,952.00 | |
| Airfare | \$ 2,000 | International Guest |
| Ground Transportation | \$ 200 | SEA-TAC <-> Hotel |
| Lodging | \$ 752 | 4 nights @ \$188 each (flight is 14 or more hours long) |
| Participant 2 | \$ 2,764.00 | |
| Airfare | \$ 2,000 | International Guest |
| Ground Transportation | \$ 200 | SEA-TAC <-> Hotel |
| Lodging | \$ 564 | 3 nights @ \$188 each (flight is less than 14 hours) |
| Participant 3 | \$ 1,364.00 | |
| Airfare | \$ 600 | Domestic Guest |
| Ground Transportation | \$ 200 | SEA-TAC <-> Hotel |
| Lodging | \$ 564 | 3 nights @ \$188 each |
| Participant 4 | \$ 1,364.00 | |
| Airfare | \$ 600 | Domestic Guest |
| Ground Transportation | \$ 200 | SEA-TAC <-> Hotel |
| Lodging | \$ 564 | 3 nights @ \$188 each |
| Participant 5 | \$ 1,364.00 | |
| Airfare | \$ 600 | Domestic Guest |
| Ground Transportation | \$ 200 | SEA-TAC <-> Hotel |
| Lodging | \$ 564 | 3 nights @ \$188 each |
| | | |
| Total Simpson Center Funds Requested | \$ 19,110.00 | |