

**Guide for Developing
Collaborative Research Projects, Events, and Conferences Budgets
Simpson Center for the Humanities
Autumn 2027 Funding Round**

Projects in this category may vary widely in form and scale. Principal investigators may request support for one or more of these five types of activity. Summer support (1 below) and working conferences (2) absorb significant financial and staff resources and require tangible and distinct outcomes. Because of this, applicants may only request from one of the first 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.

Budgets may either be developed in Word (example 1) or Excel (example 2). Before submitting your proposals, you are required to meet with Simpson Center Associate Director Rachel Arteaga rateaga@uw.edu and Simpson Center Administrator Julie Tarr-Stoverink scfiscal@uw.edu. Julie will provide 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 more than three PIs may be taken in one or two of the following ways:
 1. summer salary for PIs (if funded in the fall funding round, you can be paid in summer of 2027; if your project is funded in the spring funding round, you cannot be paid until summer of 2028 due to university fiscal timelines);
 2. research funds for PIs (for expenses during the 2027-28 and 2028-29 fiscal years); and
 3. hourly undergraduate research assistant (to be paid between July 1, 2027 – June 15, 2028)
- 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.
- Undergraduate student research assistants should be budgeted at \$26/hour (includes 16% fringe benefit rate). Thus, for example, if one PI devoted their entire \$5,000 to hiring an undergraduate research assistant, they would be funded for approximately 192 hours during AY26-27

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): \$350
 - 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

Any event with an open invitation (i.e., that *does not* have *closed* guest list) should budget \$200 for the required Temporary Food Establishment Permit.

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 (for transportation between Seattle airport and lodging)
 - 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, Peterson Room, or another location are more appropriate. These range in prices and estimates can be found on their websites.*

3. Intellectual Community-Building Events

- Requests for this type of activity will not exceed \$2,000. The Simpson Center will support one of two different types of intellectual community-building events:
 1. a single large networking event which gathers people for a catered reception, announcements, and mingling; or
 2. two smaller events with lunch, refreshments, or small receptions which might include: a faculty colloquium to discuss works in progress; research-related reading group meetings; interdisciplinary pedagogy & curriculum development meetings; or faculty mentorship groupings and/or networking sessions.

Receptions should be budgeted at \$350 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, \$1,500 in hospitality such as receptions and colloquium lunches, \$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, \$1,500 in hospitality such as receptions and colloquium lunches, \$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 beyond that included in the domestic and international external speakers' funds listed immediately above, please use these amounts:

Small private reception (up to 25 people): \$350

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.