

TIES Team Budget Guidelines

Each TIES team is required to submit a [TIES Budget Form](#) to be approved by the TIES administration. These budgets allow TIES to manage to resources available to TIES teams and insure there are resources available for projects over the entire year.

Fall Quarter - Each team submits a new budget for the entire academic as part of the Quarter planning process following the procedure detailed below.

Winter and Spring Quarters - Each team reviews their approved budget as part of the Quarter planning process to determine if modifications need to be made to the approved budget. If changes are needed to meet the Quarter goals, the team must submit a modified budget editing the current Budget Form and resubmitting it using the procedure detailed below.

Budget Request Process

- Budget estimates must be turned in with the Quarter plan for returning teams or with the proposal for new teams. The estimates must be completed using the [TIES Budget Form](#)
 - In the fall Quarter, the estimates should include fall, winter, and spring
 - In the spring Quarter, budget estimate include only the spring.
- When completed, copy and print for signature by your advisor.
- Once signed, turn in the Budget Request Form to the TIES Program Coordinator (Samira O'Brien) in EBU I 7th Floor, TIES Mailbox (see receptionist).
- The TIES administrative team will review each team's budget request and return the request to the team within one week with either an approval or modifications.
- Teams may not purchase items until a Quarter budget has been approved.

Budget Modifications

Budget modifications must be made if the team will exceed the approved budget for the academic year. Internal changes within projects that keep the project within the approved budget limits can be managed by the team and do not require approval from TIES administration.

Guidelines and Tips for Preparing Budgets for Approvals

- An average TIES team is expected to spend about \$3000 on supplies each year. All budgets require justification for items requested, but teams which are requesting more than the average need clear justification why the additional funding is required for the project(s).
 - Budget requests for sponsored teams and non-sponsored teams will be reviewed using the same criteria.
 - Teams are not required to spend the average. There is no penalty or benefit to teams that spend more or less in any given year.
 - Individual items over \$500 require a detailed justification, which must include a technical rationale of why these items are critical to the project and can not be produced by the team as well as alternatives to these items (include copies of quotes for alternatives with your justification).
 - If machining or other labor is requested, an explanation should be made why this is can not be done by member of the team.
 - Include shipping costs in the budget estimates. Shipping charges are counted against the team's expenses.
 - Estimates should provide an appropriate representation of planned expenses, but do not have to be made in excruciating detail.
 - (e.g. knowing the exact number of screws in a project is not needed but including funds for things like screws is needed. Small items can be lumped together into a common category)
 - Use your advisors as a resource for preparing a budget.
 - If possible, use previous experience to estimate future expenses.
 - Budgets are evaluated in the order the requests are turned into Glynda Davis in ESS and may take up to two weeks for approval.
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