

**MMSI Capstone or Thesis Budget Request Instructions**

Funds are available to assist with the purchase of equipment and supplies for your capstone project. Budget requests can be submitted for up to \$500.00. To request funds, you will need to submit a Budget request form with your Capstone or Thesis proposal. The budget should be developed in coordination with your Capstone or Thesis Faculty advisor.

Eligibility: The funds are provided to MMSI Masters students and students in the related BS/MS programs.

Budget Timeline: Budget requests are made as part of the Capstone Proposal and should be included in both the proposal and at the proposal defense. Final Capstone and Thesis projects that have utilized funds secured using this form are expected to report out on expenditures in their final project report.

Budget Request Submittal: Please include the budget request with your Capstone proposal. Once approved, the approval form will be given to Julie Knopf ( [jakcss@rit.edu](mailto:jakcss@rit.edu) ) in the MMET office. Students or the faculty advisor are expected to work with Julie to place orders and/or request reimbursement for expenses.

## Capstone Budget Request Form

<b>Supplies</b> (Includes items which are expendable and cost less than \$500)	<b>Justification</b>	<b>Unit Cost</b>	<b>Total Cost</b>
<b>Equipment</b> (Includes items which have a life span of more than one year)		<b>Unit Cost</b>	<b>Total Cost</b>
<b>Other</b>		<b>Cost</b>	
<b>TOTAL</b> (not to exceed \$500)			

Student Name:

Faculty Advisor:

### Signatures:

Student \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Graduate Director \_\_\_\_\_ Date \_\_\_\_\_