

Global Collaboration Grant Budget Template

Global Collaboration Grants are not meant to cover salaries for visitors, but they can be used for other expenses a visitor would incur. Below is a one-month budget sample for such expenses. Costs are estimates for the year 2025. Actual amounts in each category might vary at the time you are building a budget for your visitor.

| Sample budget line items (30 days) <i>Updated January 2025</i> | Suggested Budgetary Amount |
|---|---|
| Roundtrip Airfare to Chicago | Variable |
| Ground Transportation to/from Chicago O'Hare | \$200 |
| Local Public Transportation | \$200 |
| Lodging Option A: University Housing at The McManus Center. <i>Faculty hosts may apply for housing for their visitors in McManus. If approved, there is no cost for the faculty host or visitor. Availability is limited.</i> | \$0 (Costs covered by Buffett, if approved) |
| Lodging Option B: AirBnB in Chicago/Evanston | \$4,000 (Variable) |
| Per Diem <i>Daily maximum for meals and incidentals is \$92 per day, can allocate less than \$92. Costs for provided meals will need to be deducted.</i> | Maximum \$2,760 |
| Health Insurance (VSP) – Individual <i>Required if existing plan does not meet minimum coverage standards.</i> | \$226.50 |
| Health Insurance (VSP) – Family <i>For visitors bringing dependents. Required if existing plan does not meet minimum coverage standards.</i> | \$717 |
| Public Event Including Visitor <i>May include catering, promotional materials, etc.</i> | Variable |
| Additional costs for consideration, not to be included in grant application: OISS Processing Fee : Buffett covers this \$325 fee. Applicants DO NOT need to include it in their proposed budget. U.S. Consulate Visa Fees (SEVIS Fees): Typically paid by visitor, not by Northwestern. \$220 J-1 Visa, \$185 B-1 visa. | |

For more information, please consult the [Buffett Guide for Payment and Reimbursement Options for Northwestern Faculty Hosting Visitors](#), which includes options for Northwestern faculty hosts to plan to pay or reimburse those costs for their visitors. **Northwestern faculty should never promise visitors payment or promise the timing of a payment without first consulting their own home department or [Human Resources](#).**