Northwestern | BUFFETT INSTITUTE FOR GLOBAL AFFAIRS

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. Item prices are provided for the year 2024. Please be aware that actual amounts in each category might vary at the time you are building a budget for your visitor.

Sample budget line items (30 days) *Updated May 2024*	Suggested Budgetary Amount
Roundtrip Airfare to Chicago	Variable
Ground Transportation to/from Chicago O'Hare	$200
Local Public Transportation	$200
AirBnB in Chicago/Evanston *Buffett Visitors may apply for housing in McManus. If approved, there is no cost for lodging. Housing availability in McManus is limited.*	$4,000 (Variable)
Per Diem *Daily maximum for meals and incidentals is $79 per day, can allocate less than $79. Costs for provided meals will need to be deducted.*	Maximum $2,370
Health Insurance (VSP) – Individual *Required if existing plan does not meet minimum coverage standards.*	$217.80
Health Insurance (VSP) – Family *For visitors bringing dependents. Required is existing plan does not meet minimum coverage standards.*	$689.40
Public Event Including Visitor *May include catering, promotional materials, etc.*	Variable
OISS Processing Fee *Required for all visitors requiring a visa*	$325
OISS Rush Fee, if applicable *Automatically applied if request is submitted to OISS within 10 business days of program start date*	$200
U.S. Consulate Visa Fees (SEVIS Fees) *Typically paid by visitor, not by university or host*	$220 J-1 Visa $185 B1 Visa

To help facilitate advance planning, 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.**