**Section 75.340 Application Procedure**

Applications shall be submitted in accordance with the procedures set forth in Section 75.250, except that the applicant shall submit a budget summary and payment schedule and a budget description that includes a detailed explanation of each expenditure.

a) Allowable expenditures must relate directly to the agricultural education program or support of pre-service agriculture education teachers. This includes, but is not limited to, activities that support the improvement of instruction or program improvements (e.g., purchased professional services, registration and travel for professional events, temporary or overtime salaries, instructional materials, and equipment and software).

b) Indirect costs are allowed for colleges and universities provided that under no circumstance shall the indirect cost rate exceed 8 percent.

c) No more than 50 percent of the applicant's allocation shall be expended for extended contracts (i.e., those that exceed nine months) or stipends, and no more than 30 percent of the allocation shall be expended for travel expenses (e.g., mileage, lodging) other than for student visits.

(Source: Amended at 45 Ill. Reg. 16012, effective December 1, 2021)