**(Each grant or institution has its own requirements. Be sure to use required documents/format for submissions)**

Budget Example

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Detailed Budget for Stated Project Period**   (Include all investigators for whom salary support is being requested). | | | | |
| 1. Personnel (\*Enter % Effort and let finance dept. calculate salary, benefits and total.) | | | | |
| **Name & Title** | **Percent Effort** | **Salary** | **Benefits** | **TOTAL** |
| Name, Principal Investigator | 7% | $$ | $$ |  |
| Name, Co-Investigator | 4% | $$ | $$ |  |
| Name, Biostatistician | 3% | $$ | $$ |  |
| TBD, Website Developer | 2% | $$ | $$ |  |
| Name, Project Manager | 4% | $$ | $$ |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Personnel Subtotal | | | |  |
| Budget Justification (If externally funded study.)  (Provide a detailed justification that describes each individual’s role. The budget justification should correspond directly to the research plan.)  Name, PharmD, BCPS (7% grant, PI):  Dr. XX is a (describe job title(s) and responsibilities and work location). Dr. XX has been involved in numerous innovative pilot programs within KPCO. Dr. XX also has been a major collaborator in the design and implementation of the Pharmacy Investigator Training Program (PhIT) at KPCO. Dr. XX will be responsible for overseeing all aspects for the research plan. This will include leading the study design, implementation, analysis and dissemination efforts. Her responsibilities will also include the overall direction of the research activities, coordinating study personnel, meeting regulatory and grant requirements, and the scientific integrity of the project.  Name, PharmD, BCPS, CLS (4% grant, Co-Investigator.):  Dr. XX is a (describe job title(s) and responsibilities and work location). Dr. XX has experience as the Residency Program Director for a PGY2 Ambulatory Care/Family Medicine, expertise in curriculum development, and in precepting PGY2 residents in their longitudinal family medicine rotation and research projects. Dr. XX was instrumental in the pre-study focus groups. He will be involved with the study design, implementation, analysis and dissemination efforts. Dr. XX will also be an integral part of the training sessions, training content, and mentoring.  Name, PhD, MS (3%, grant, Biostatistician):  Dr. XX is a (describe job title(s) and responsibilities and work location). As supportive personnel, Dr. XX will be responsible for the statistical analyses, data interpretation and manuscript development. He will be an integral part of the training sessions, training content and mentoring.  Name, BA, CCRP (4%, Project Manager):  Name, is a (describe job title(s) and responsibilities and work location) and has extensive experience managing pharmacy related projects in addition to her experience in regulatory oversight, protocol development and implementation. She will work with the investigative team to ensure adherence with grant reporting deadlines, study budget, and IRB regulations. Name will also be an integral part of the training sessions, content, and mentoring.  TBD, Website Developer (2%, Supportive Personnel)  An experienced website developer will design and maintain a user friendly site for SRTP residents’ use. The website developer will assure the site houses all SRTP materials including on-line didactic tutorials, assignments and other support documents. | | | | |

1. Itemized Budget of Consumable Supplies

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Number** | **Cost/Unit** | **TOTAL** |
| Website fee | 2 | $37.50 | $75.00 |
| Participant incentive-Visa gift cards | 2 | $100 | $200 |
| Participant incentive-Visa gift cards | 2 | $50 | $100 |
| Visa gift card admin fee | 4 | $5.00 | $20 |
|  |  |  |  |
|  |  |  |  |
| Itemized Budget of Consumable Supplies Subtotal | | | $1,445 |
| Budget Justification (Provide a detailed justification for each budget item. The budget justification should correspond directly to the research plan.)  Website fee: $75 for a two year agreement is required for access to the training materials.  Visa gift card incentive: $320 total for incentive and administrative card fees.  Following completion of the final assessment, there will be a drawing for 1 of 4 gift cards. The gift cards come with a small administrative fee. The incentive is offered to thank and acknowledge participant participation in the study. | | | |

1. Travel

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Number** | **Cost/Unit** | **TOTAL** |
| Travel for meeting presentation at a national or international scientific meeting and/or ASHP MCM | 1 | $1,500 | $1,500 |
|  |  |  |  |
|  |  |  |  |
| Travel Subtotal | | | $1,500 |
| Budget Justification (Provide a detailed justification for each budget item. Estimated costs for meeting registration fees, airfare, lodging, meals, and transportation must be provided.)  We have budgeted for one trip for the Principal Investigator (or her designee) to present study results at a national or international scientific meeting and/or ASHP MCM. The budgeted amount includes meeting registration ($525), airfare ($475), hotel ($150 per night x 2 nights), per diem ($75 per day x 2 days), and miscellaneous expenses ($50) for a total of $1500. | | | |

(d) Other Expenses (itemize)

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Number** | **Cost/Unit** | **TOTAL** |
| Contractor | 1 | $5,247 | $5,247 |
| Publication costs | 1 | $90 | $90 |
|  |  |  |  |
| Subtotal | | | $5,337 |
| Budget Justification (Provide a detailed justification for each budget item. The budget justification should correspond directly to the research plan.)  Contractor - (Months 1 – 12: $3,341, Months 13 – 18: $895, IRB and resource fees: $1011, Consultant.)  Publication expenses include possible poster printing ($90) and/or journal publication fees. | | | |

1. Facilities and administrative costs:

**Total Budget:**