|  |  |  |
| --- | --- | --- |
| **ITEM** | **NEED? (% time for personnel)** | **RESOURCE FOR OBTAINING OR FINDING INFORMATION ABOUT** |
| Someone to help build your budget\* |  |  |
| Writing/editing assistance\* |  |  |
| Medical illustrations, diagrams\* |  |  |
|  |  |  |
|  |  |  |
| **Personnel (%)** |
| Co-Investigators |  |  |
| Research Asst/Lab Tech |  |  |
| Study manager |  |  |
| Lab manager |  |  |
| Statistician |  |  |
| IT support |  |  |
| Data manager |  |  |
| Programmer (what skills) |  |  |
| Data entry clerk |  |  |
| Webmaster |  |  |
|  |  |  |
|  |  |  |
| **IT/data management** |
| Build/customize database |  |  |
| Server space for data storage |  |  |
| Purchase data |  |  |
| Computer infrastructure or computer time |  |  |
| Software |  |  |
|  |  |  |
|  |  |  |
| **Human Subjects** |
| Recruitment costs such as development and printing of flyers, posters, etc. |  |  |
| Questionnaires—develop or use existing? Cost? |  |  |
| Intervention materials—developing and whatever distribution mechanism you will use (print, burn to CD, web-based, what?) |  |  |
| Participant incentives |  |  |
| Thank-you for collaborating site(s) |  |  |
| Radio or TV advertising |  |  |
|  |  |  |
|  |  |  |
| **Animal studies** |
| Animals |  |  |
| Housing |  |  |
| Food |  |  |
| Maintenance costs |  |  |
|  |  |  |
|  |  |  |
| **Lab or clinical space** |
| Portion of someone else’s clinic or lab space—should you budget for payment of a portion of space to be used  |  |  |
| Anything like a centralized research facility that charges for its use (eg, VICTR cores) |  |  |
|  |  |  |
|  |  |  |
| **Equipment and supplies\*\*** |
| Specialized equipment needed and not available and any software to accompany the equipment |  |  |
| New software to support your project |  |  |
| Supplies unique to your proposal |  |  |
|  |  |  |
|  |  |  |
| **Lab tests** |
| Accurate costs for tests |  |  |
| Timing of sample collection and analysis—need to spread out to stay within annual budget? |  |  |
| Internal versus external  |  |  |
| Special equipment or supplies |  |  |
|  |  |  |
|  |  |  |
| **Travel** |
| Conferences, workshops |  |  |
| Travel for data gathering |  |  |
| Meetings with off-site investigators or team members |  |  |
|  |  |  |
|  |  |  |
| **Miscellaneous** |
| Printing |  |  |
| Phones |  |  |
| Shipping charges |  |  |
| Fax machine |  |  |
| Postage |  |  |
|  |  |  |
|  |  |  |
| \*May be resources you need to get your submission ready; cannot be included in your proposal budget \*\*Equipment is over $5000 per unit with useful life of more than 1 year; anything else is supplies. **NOTE: Verify with your AO, but do not plan on getting computers unless you have strong justification.**  |

Budget checklist v3