

Research Grant: Budget Narrative Sample*

Rebecca Remington, Ph.D. is the Principal Investigator (PI) at the LaserSharp Institute on Aging. In both years, she will work on this project 20% time (base salary is \$69,000 in Year 1 and \$71,760 in Year 2). Her responsibilities on this will project include: overall management to ensure adherence to the stated aims, design, and timetable; directing and coordinating staff activities; monitoring expenditures of grant funds; and ensuring that the project accomplishes its stated objectives in a timely manner. She will have primary responsibility for the development, pre-testing, and finalization of instrumentation, ensuring the protection of respondents' rights, directing the data analysis, preparation of the final report, and disseminating study findings at meetings of professional societies.

Jack Murlovsky, M.A. is the Project Coordinator. In both years, he will work on this project at 50% time (base salary is \$38,000 in Year 1 and \$39,520 in Year 2). His main responsibilities on the project will focus on coordinating and managing the day-to-day activities of the project. He will be responsible for establishing field operations procedures; interviewer training and supervision; developing and maintaining computerized tracking procedures to assure timely completion of interviews over all study waves. He will have primary responsibility for hiring, training, and supervision of interviewers, programming and overseeing data entry and SPSS file building; merging, cleaning, and maintain data sets and programs; assisting with data management and analysis; and training staff in the use of data management procedures. Mr. Murlovsky will collaborate on the preparation and dissemination of project reports and publications.

Anne Ecclair is the Research Analyst on the project. Ms. Ecclair will work on this project at 15% in Year 2 (base salary is \$47,840 in Year 2). She will have primary responsibility for developing the code books and coding schemes; supervising the editing, coding, and initial data management; quality control and numeric coding of completed surveys; and cleaning and checking of data. She will also assist with instrumentation development and interviewer training; data analyses; presentations, publications, and the development of project educational materials.

The cost of benefits for project personnel is approximately 20% of the salary allocated for each position.

Travel: A total of \$200 is requested annually to cover local travel. Funds are also requested for out of town travel for the PI and Project Coordinator to attend the annual meeting of the Gerontological Society of America and to attend annual meetings with the research team located in Denver. Out of town travel costs (\$3,000 annually) will cover airfare, hotel, meals, and conference registration fees.

Consultant Costs, Heidi Bradee, Ph.D., Statistician: Dr. Bradee will assist with developing survey instruments, focusing on methodological issues such as response categories, question order effects, and interviewer effects. She will consult on developing protocols for data editing and coding; validity and reliability testing of measures; and testing research questions and hypotheses. Her effort is calculated at \$100/hour in Year 1 for 20 hours.

Supplies: Funds are requested at \$300 in Years 1 and 2 for office supplies (e.g., stationery, computer paper, thumb drives, pens, pencils, printer toner).

Postage: \$300 is requested in the first year to cover mailings to study respondents and to interviews; \$100 is requested for the second year.

Telephone: \$200 each year is requested for monthly costs for two telephone lines to be used for screening and interview assignments by staff.

Photocopying: \$1,000 in Year 1 and \$200 in Year 2 will cover the cost of copying questionnaires, interviewer manuals, interviewer forms, and field operation forms.

Field Operation Costs: \$7,120 in Year 1 and \$11,825 in Year 2 is requested for costs associated with data collection efforts and editing/coding, and data entry. Approximately 90 dyad interviews will occur over two years, with approximately 30 in Year 1 and 60 in Year 2. Interview training will cost \$270 in Years 1 and 2 (for different versions of the instrument). Interviewing costs are figured per dyad (caregiver and care receiver), and will cost approximately \$82/dyad. Respondent dyads will receive just over \$50 per interview. Data coding and entry will cost approximately \$72 for each dyad.

Dissemination Products: For applied research projects, we will produce two different 4-page best practice brochures and fact sheets for several audiences: for persons with cognitive impairments and their family caregivers to provide guidelines to facilitate optimal care choices; and for practitioners (case workers, social workers, attorneys, physicians, nurses) who work with this population, to address practice guidelines and ways to enhance the involvement of everyday care decisions for these families. For Year 2, \$4,175 is requested to cover costs associated with printing these educational materials, as well as materials on the project website.

Indirect cost calculated at RRF's rate of 10%.

*Note: This sample is for illustrative purposes only and can be changed as needed. Feel free to use this, or any other format that is appropriate for your project.