

Professional Education and Training Grant: Budget Narrative Sample*

Training to Enhance End-of-Life Care Communication Budget Justification

Personnel:

Anne Smith, MD: Dr. Smith will oversee the direction of all aspects of the proposed training. She will: recruit and hire all project staff; lead the development, pilot-testing, and revisions to the curriculum; supervise the Project Trainer; and serve as the primary point of contact for sites that will be trained. She will oversee collection of pre-test and post-test knowledge tests for assessing learning, compile all reports to the foundation, and disseminate findings at national meetings. Dr. Smith will devote 20 percent of her time to this project.

John Jones: Mr. Jones oversees all administrative work for grant-funded projects in our department. He will manage all aspects of the project budget and compile financial reports for the Foundation; assist in scheduling training sessions; input data; and manage communications between project staff and field sites. He will edit and proof project documents and work with the website manager as needed to post the curriculum online. Mr. Jones will devote 5 percent of his time to this project. This time will be covered by State University at Marionville as in-kind contribution to the project.

TBN Project Trainer: An experienced clinical trainer will be engaged to help develop, pilot test, and revise the curriculum. This individual will deliver the curriculum at the training sites, administer pre-tests and post-tests, and compile statistics about the characteristics of trainees. It is estimated that the trainer will devote 20 hours per week to this project over a nine-month period (36 weeks). A job description for the Project Trainer is attached. Given the qualifications outlined in the job description, a rate of \$15 per hour is budgeted.

Training Site Coordinators: Five facilities will serve as training sites. Each site has identified a licensed practical nurse or registered nurse who will serve in this role. Coordinators will work with the Project Trainer to schedule training sessions, recruit staff to attend trainings, and participate in the training themselves. Training site coordinators will be interviewed to learn how the curriculum is received by trainees and how it is used. Coordinators will devote an estimated five hours per week in their role over a period of approximately seven weeks. Coordinators will be reimbursed at a rate of \$20 per hour for a total of 35 hours.

Benefits: Fringe benefits for the Project Director are calculated at 28 percent.

Other Direct Expenses:

Consultant Fees: A ten-member review panel will receive honoraria for time devoted to reviewing initial and revised curriculum content. Each will receive a \$500 honorarium.

Program Supplies/Materials: The budget includes \$30 per month (\$360 total) for standard office supplies and mailing expenses for this project (e.g. paper, ink, envelopes, postage, etc.) This figure reflects 25 percent of the average monthly cost for supplies in Dr. Smith's department, reflecting the cumulative percent FTE of the two office staff who will work on the project. Also requested is \$500 for purchasing blank DVDs onto which the training content will be burned for

purposes of dissemination. This will permit the purchase of 3,000 DVDs to enable dissemination for at least one year after the conclusion of the project.

Travel/National: The project requests \$3,000 for national travel to disseminate project findings. This will cover airfare, two nights hotel, per-diem, and ground transportation for the Project Director to attend the 2016 annual meetings of the American Association of Hospice and Palliative Care and the American Geriatrics Society. The AAHPC meeting will be held San Francisco and the AGS meeting in Orlando. Given current airfare and hotel rates for venues at which previous such meetings have been held, it is estimated that \$1,150 of this total will be required for the AGS meeting and \$1,850 for the AAHCP meeting.

Travel/Local: The budget requests \$300 to cover mileage reimbursement for travel by the Project Trainer to deliver the curriculum at the five participating facilities. Five training sessions will be presented at each location. Locations are an average of 20 miles from the project office, roundtrip. A reimbursement rate of .565 cents per mile was used to calculate this expense.

Training Site Expenses: Facilities that participate in the training will need to hire temporary staff to cover for staff participating in the training. Facilities have agreed to accept a one-time payment of \$700 per site for this temporary coverage. This represents 20 hours of temporary nursing help per site at \$35 per hour.

Website Updates: State University at Marionville technology personnel will be responsible for converting the final project curriculum into pdf format and for uploading it onto the department website in a way that the number of downloads can be tracked. The charge for this service is \$30 per hour and an estimated 40 hours of time is budgeted.

Other Funding Sources:

Of the total project expense, \$13,040 is available from other sources. A commitment of \$5,000 from the ABC Foundation was received (see attached letter). A proposal for \$4,460 is pending with the 123 Foundation. The University will contribute \$3,580 in-kind for the Project Administrator's time.

Indirect Expense:

\$3,824 is requested for indirect cost recovery, calculated at 10 percent of the amount requested from The Retirement Research Foundation.

*Note: This sample is for illustrative purposes only and can be changed as needed.
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