**Budget Narrative 2017**

**Evidence Based Practice Grant Application**

Please include a justification under each section that explains how the funds will be spent. This can be one to two sentences or bulleted statements that explains what will be purchased or the services that will be provided. Suggested examples of what to include for each section are provided below.

|  |  |
| --- | --- |
| **Personnel:** | **$** |

For example: Research/Project Assistant: (4 hours/week/assistant, 12 months). One assistant will assist with data collection, entry, and analysis of project data. The assistant is 12 month part-time employee. The hourly wage is $xx/hour plus fringe (2%). Total salary/fringe request/assistant = $xx

Funds cannot be used for salary support for the Principal Investigator/Mentee or the Mentor.

|  |  |
| --- | --- |
| **Travel (may use up to $1,000 to travel to the 2019 NANN Annual Conference to present):**  | **$** |

For example: Air travel

Travel rates, are based on xxx rates, which are required: lodging (@ $xxx/night) Mileage @ .xx/mile, Airfare @ $xxx/trip (average) and Per-diem (xxx @ $xx/day) = $aaaa (total).

Car Travel

Funds are requested to support travel for name of person to travel from xxxx to xxxx (recruitment site) xxx trips/year to: (state the purpose, for example: to coordinate the research activities and ensure enrollment goals are met. Travel costs include mileage @ $xx (xx miles/trip) for and x day per-diem @ $x (lunch) = $bbb (Total)

|  |  |
| --- | --- |
| **Office Supplies:**  | **$** |

For example: Funds are requested for paper, mailing labels, pens, pencils, highlighters and other supplies needed for project implementation. Supplies are requested for 12 months @ $xx/month.

|  |  |
| --- | --- |
| **Consultant (i.e. statistician or expert in a particular area of need to support the outcomes of the research) up to $750** |  |

For example: Provide name of consultant: XXX (specify title, place of employment and services that the consultant will provide). She/he will earn $xx/day for consultation. If the mentor provides specific consultation for statistics or some other area of support consultation funds may be allowable but should be specifically justified.

|  |  |
| --- | --- |
| **Other Expenses:** | **$xxx** |

For example: Tokens of Appreciation:

Funds are requested to purchase $xx Gift card to be given to participants at the completion of project @ xx participants x $xx gift cards = $xxx.

Another example: Funds are requested to support printing and postage, necessary to produce and mail project materials to participants and other personnel @ $xx/month x 12 months = $xx.

|  |  |
| --- | --- |
| **Total Direct Costs**  | **$**  |

|  |  |
| --- | --- |
| **Total Indirect Costs** | **Exempt (NANN will pay no indirect costs.)** |

|  |  |
| --- | --- |
| **Total Project Cost** | **$xxx** |

FUNDING FROM ADDITIONAL SOURCES

If you have funding from another source or anticipate funding for this project from another source, please add an additional information outlining:

1. Source and whether the funding is already approved.
2. Dollar amount.
3. How the funding will support different aspects of the research than what is being requested in the above submitted budget.
4. If the funding is not already approved describe how you will be able to complete this project with only the NANN funding and without the additional funding, if the additional funding is not obtained.