

DETAILED BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY	FROM M-D-Year	THROUGH M-D-Year
--	------------------	---------------------

List PERSONNEL (*Applicant organization only*)
 Use Cal, Acad, or Summer to Enter Months Devoted to Project
 Enter Dollar Amounts Requested (*omit cents*) for Salary Requested and Fringe Benefits

NAME	ROLE ON PROJECT	Cal. Mnths	Acad. Mnths	Summer Mnths	INST. BASE SALARY	SALARY REQUESTED	FRINGE BENEFITS	TOTAL
Academic Partner	PD/PI	#			\$	\$	\$	\$
TBN	Research Assistant					\$		\$
								0
								0
								0
								0
								0
SUBTOTALS →						\$	\$	\$

CONSULTANT COSTS	
EQUIPMENT (<i>Itemize</i>)	
SUPPLIES (<i>Itemize by category</i>)	
TRAVEL	
INPATIENT CARE COSTS	
OUTPATIENT CARE COSTS	
ALTERATIONS AND RENOVATIONS (<i>Itemize by category</i>)	
OTHER EXPENSES (<i>Itemize by category</i>)	\$
Participant incentives Participant recruitment	

CONSORTIUM/CONTRACTUAL COSTS	DIRECT COSTS	
SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (<i>Item 7a, Face Page</i>)		\$25,607
CONSORTIUM/CONTRACTUAL COSTS	FACILITIES AND ADMINISTRATIVE COSTS	
TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD		\$25,607

DETAILED BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY	FROM D-M-Year	THROUGH D-M-Year
--	------------------	---------------------

List PERSONNEL (*Applicant organization only*)

Use Cal, Acad, or Summer to Enter Months Devoted to Project

Enter Dollar Amounts Requested (*omit cents*) for Salary Requested and Fringe Benefits

NAME	ROLE ON PROJECT	Cal. Mnths	Acad. Mnths	Summer Mnths	INST. BASE SALARY	SALARY REQUESTED	FRINGE BENEFITS	TOTAL
Community Partner	PD/PI	#			\$	\$	\$	\$
Name	Project Coordinator	#			\$	\$		\$
								0
								0
								0
								0
SUBTOTALS →						\$	\$	\$

CONSULTANT COSTS Community recruiter, graphic designer	\$
---	----

EQUIPMENT (<i>Itemize</i>)	
------------------------------	--

SUPPLIES (<i>Itemize by category</i>) Computing hardware and software Research supplies-voice recorders, microphones and office supplies	\$
--	----

TRAVEL Research staff travel	\$
---------------------------------	----

INPATIENT CARE COSTS	
----------------------	--

OUTPATIENT CARE COSTS	
-----------------------	--

ALTERATIONS AND RENOVATIONS (<i>Itemize by category</i>)	
--	--

OTHER EXPENSES (<i>Itemize by category</i>) Participant transportation Transcription costs	\$
--	----

CONSORTIUM/CONTRACTUAL COSTS	DIRECT COSTS	
------------------------------	--------------	--

SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (<i>Item 7a, Face Page</i>)	\$24,393
--	-----------------

CONSORTIUM/CONTRACTUAL COSTS	FACILITIES AND ADMINISTRATIVE COSTS	
------------------------------	-------------------------------------	--

TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD	\$24,393
---	-----------------

BUDGET JUSTIFICATION

BUDGET JUSTIFICATION

The budget justification provides a summary for the costs for research expenses, research staff, and other research support services needed to complete the proposed 12-month project. Our budget request is for \$50,000 total.

KEY PERSONNEL

Co-Principal Investigator. Give name, affiliation, and provide a brief bio detailing relevant experience for the role and proposed project. As Co-PI, name will work with Partner to complete all aspects of the proposed research project including project start-up, study implementation, data management and analysis, interpretation of study findings, manuscript and grant preparation and other dissemination activities. The study Co-PIs will meet weekly via phone or videoconference and as needed through the duration of the study.

Co-Principal Investigator. Give name, affiliation, and provide a brief bio detailing relevant experience for the role and proposed study. As Co-PI, name will be responsible for all aspects of the proposed research project including project start-up, study implementation, data management and analysis, interpretation of study findings, manuscript and grant preparation, and other dissemination activities. The study Co-PIs will meet weekly via phone or videoconference and as needed through the duration of the study.

RESEARCH PERSONNEL

Project Coordinator. Give name, affiliation, and provide a brief bio detailing relevant experience for the role and proposed study. Name will work closely with the study Co-PIs and research team to manage the daily operations of the project. These activities include participant recruitment, supervision of the study's research assistant, support preparation and refinement of study protocols, data coordination and management, coordinating research team meetings and project milestones, and assist with dissemination of study findings. Name will also assist the Co-PIs in the oversight of study implementation and adherence to the study's human subjects protection protocol. Name will have weekly meetings with the study Co-PIs via phone or videoconference and as needed through the duration of the study. The project coordinator is budgeted for 15% effort for the project.

Graduate Research Assistant, TBN. An hourly graduate research assistant will be hired to assist the project coordinator with recruitment activities, and conduct other project-related activities including preparing and testing study instruments, eligibility screening, assisting with data collection and analysis, and supporting dissemination of study findings at \$/hr X 14 hours/week X 32 weeks.

TBN, Graphic Designer. We will hire a local designer to work with our team to create mock images of portions of the intervention to facilitate discussion and feedback. Based on previous experiences, we anticipate the design will take approximately 3 weeks to complete and will require 2 rounds of revisions for a total of \$.

MATERIALS/SUPPLIES

Project-specific Computing. Project-specific computing supplies include such items as two iPad tablets with protective cases for in-person recruitment activities and data collection and demonstrating intervention components during focus groups and topical expert interviews. Name statistical software license for analysis of qualitative data. Name is the preferred program as it supports mixed methods research, and multiple users through its cloud base design. These supplies totaling \$ will be purchased at the start of the award period.

Project-specific Research Supplies. Research supplies include two digital voice recorders with carrying cases and one external microphone which will be used to audio-record participant interviews, focus groups, and *Organization* advisory board meetings related to the research activities described in this proposal. Office supplies including pens, writing pads, photocopying and printing, staples and other general supplies will be purchased to support research related activities. Total costs across the award period are \$.

TRAVEL

Research Staff Travel. Research staff will travel to community-based organizations, clinical settings, and other venues to support recruitment activities, data collection, and select *Organization* advisory board meetings (n=3 meetings in support of this project). Research staff will use public transportation when available and safe, but we have included a small amount to support taxi and gas reimbursements based on a projection of miles (5 miles for every 4 participants) traveled during the study. Estimates are based on *public transportation name* on-peak travel originating from *Institution name* and standard mileage rates for *Year*. Total costs are X.

OTHER DIRECT COSTS

Participant Recruitment. Recruitment costs include promotional products, paid social media and radio advertisements, flyer and palm card printing. The research team has experience using these strategies to recruit Black women in HIV-related research. Total costs are X.

Participant Incentives. Participant incentives will total X.

- Interviews: *Participant type* will receive a \$ gift card for their participation in the in-depth interviews being conducted as part of Specific Aim 1 (\$ X 20). Additionally, 6 community, medical and academic topical experts will receive \$ for participating in the in-depth interviews being conducted as part of Specific Aim 2 (\$ X 6).
- Online survey: 150 *participant type* will complete a survey in support of Specific Aim 1. Participants will receive a \$ gift card for completing the survey (\$ X 150).
- Focus groups: *Participant type* will receive \$ for participating in intervention demonstration focus groups in support of Specific Aim 2 (\$ X 4 groups X 8 people/group). We will also provide light refreshments for participants, focus group facilitators, and note-takers during the focus groups (\$ X 4 groups).
Organization advisory board: We will provide an honorarium to advisory board members who decide to participate in our collaborative meetings (\$ X 4 members X 3 meetings). We will also provide refreshments for advisory board members, meeting facilitators, and note-takers during the meetings (\$X3 meetings).

Participant Transportation. We will reimburse participants for reasonable transportation costs, including round-trip public transportation and taxi fares to and from the study site for in-person data collection activities. These costs total \$.

Transcription. Professional transcription service, *name*, will be used to transcribe audio data from the focus groups (n= 4 groups), in-depth interviews (n= 26), and advisory board meetings (n= 3). *Academic partner name* and other members of the research team have previously used *named service* for studies that include focus groups and interview data. Rates for time-stamped, verbatim transcriptions are \$ minute for audio recordings with 5 or more participants and \$/minute for audio recordings with 2 people and transcription fees. These costs total \$.