Budget Notes for PMI Durability Monitoring Studies

***General Budgeting Guidance***

Your budget should be developed using standard USAID or implementing partner budgeting templates. These notes are for guidance and may not include all of the details needed to develop a comprehensive budget for your organization.

Budgets should be developed for each year of the monitoring, with baseline and 12-month data collection occurring in Year 1, 24-month data collection in Year 2, and 36-month data collection in Year 3. A total column should be used to total up the full cost of all four rounds of data collection and other monitoring activities.

The budget is split in different categories for each period as follows:

* ‘GENERAL’ relates to all activities required to plan and set-up the monitoring, general quality assurance/oversight/analysis and general monitoring costs not covered elsewhere (like the tests costs or results dissemination costs)
* ‘TRAINING’ relates to all expenses required to train the monitoring field team
* ‘FIELD WORK’ relates to all expenses involved in the actual data collection in the sites

A 3% annual inflation rate has been assumed for the attached budget. Change can be done by adjusting the rate in the placeholder for inflation rate at the top left of the budget template (highlighted in yellow). Unit costs are automatically adjusted for Year 2 and Year 3 using the inflation rate set in that cell.

The budgeting will follow the general agreed principals for implementation of the monitoring. Specific decisions will need to be made around the number of field teams to be used to complete the fieldwork, which will be done at the protocol and planning and development stage for implementation and may be influenced by availability of researchers and expected timing and scheduling of the monitoring.

All costs listed are illustrative and should be reviewed (e.g. daily rates for personnel, travel costs) when adapting this budget for your monitoring activity.

# Personnel & Fringe

## Personnel

**Principal Investigator**: Salary or daily rate should be budgeted for the Principal Investigator (PI) on the project. The PI is ultimately responsible for data quality and ethical issues; oversight of fieldwork by the PI is recommended to ensure that the monitoring is being implemented in accordance with the protocol. The attached budget assumes that the PI is based in the implementing partner headquarters and will travel to the field to plan the monitoring.

Days of work:

* General:
	+ Monitoring preparation and set up: 28 in Year 1 (25 for baseline and 3 for 12 month data collection round); 3 in Year 2; 3 in Year 3
	+ Analysis/Write up: 18 in Year 3
* Training: 2 days per round of data collection (desk based support)
* Fieldwork: 2 days per site and round of data collection (desk based support)

**Monitoring coordinator**: Salary or daily rate should be budgeted for the monitoring coordinator, who manages the day-to-day activities for the monitoring, trains and supervises the data collection teams, and liaises closely with the PI to report progress and any challenges. The attached budget assumes that the Monitoring coordinator is a staff of the implementing partner based in the country where the monitoring will take place.

Days of work:

* General: 16 in Year 1 (10 for baseline and 6 days for 12 month data collection round); 6 in Year 2; 6 in Year 3
* Training: 7 days per round of data collection
* Fieldwork: 9 days per site and round of data collection (7 days for field supervision and 2 days for data cleaning, analysis, reporting)

**Administration/Finance**: Depending on the size and complexity of the monitoring, admin/finance management will be needed to arrange payments of per diem and lodging to the field team, arrange for training logistics, travel, and other administrative tasks. Salary or daily rate should be budgeted appropriately, approximately 6-12 days per year. The admin and finance functions may be based in headquarters or may be based locally for direct support to the monitoring.

**Headquarters Staff**: Support staff based at the headquarters office may require salary support to manage and support the durability monitoring activity, or may consist of additional research staff assisting with analysis and write up of results. Salary should be budgeted appropriately.

**Field team**: the data collection team consists of 1 supervisor per site and 3 interviewers per site. The attached budget suggests in addition that 1 NMCP representative per site joins the field team. MOH or NMCP personnel supervising or assisting with the monitoring normally receive per diem and lodging, but not a daily fee rate.

In the attached budget, all costs related to the field teams are included in the ‘activities/workshop/meetings’ budget line. These could be split under the respective different budget categories instead but for the purposes of the generic budget, they fit well together under Other Direct Costs.

## Fringe

Organizations with salaried staff should include fringe rates in their budgets (fringe generally includes standard benefits to staff at a fixed % based on total level of effort budgeted).

A 15% annual fringe rate has been assumed for the attached budget. Change can be made by adjusting the rate in the placeholder for fringe rate for staff at the top left of the budget template (highlighted in yellow); it will automatically be adjusted for each budget period.

# Travel

As stated above, in the budget template, all costs related to the field team, including travel costs are put together under other direct costs, ‘activities/workshop/meetings’ and thus the travel budget only covers costs related to the PI, SC and consultants. Alternatively, the travel costs for the field team can be budgeted for under this section.

## International travel

If supervision is being provided by internationally-based PI or if other support is provided by internationally based consultants, international travel costs should be budgeted appropriately, and include airfare, per diem, lodging, and ground transportation/airport transfer/visa costs. Incidentals such as excess baggage may also be budgeted to transport monitoring materials if necessary.

## Local travel

Airfare and/or vehicle rental should be budgeted for supervisory staff to travel to the training and monitoring sites.

# Equipment/Expendable Supplies

Equipment generally includes items over $5000 each; it is not expected that durability monitoring studies will require expenses of this category. Expendable supplies may include the purchase of tablets or smartphones for data collection and related hardware (as included in the attached budget). If budgeting for paper-based data collection, planners should consider whether printing services or the purchase of a printer will be most cost-effective and logistically feasible.

# Consultants/Contractual

Consultants are generally budgeted for separately from personnel, but can be combined. Consultants may also include translators or translation services during fieldwork or for translation of monitoring tools.

If using tablet-based data collection, it is essential that a staff or consultant should be budgeted for providing advice on best technology to be used and for programming of the questionnaire or updating existing ones, testing prior to fieldwork, and other related assistance to ensure that all data can be collected as intended and kept secure. A staff member or consultant should also be available during the fieldwork itself to troubleshoot problems. In the attached budget, it is assumed that an international consultant will play the first role and a national consultant will play the second role; depending on the capacity available, these roles can be combined.

It is assumed that the coordinator and supervisors have access to their own laptop computer from other sources.

**International mobile data collection technology consultant**

Days of work:

* General: Questionnaire programing, set up and back stopping: 10-15 in Year 1; 3 in Year 2; 3 in Year 3
* Training: 7 days per round of data collection

**National mobile data collection technology consultant**

Days of work:

* Training: 7 days per round of data collection
* Fieldwork: 7 days per site and round of data collection (trouble shooting and support)

# Activities/Other Direct Costs

## General

### Ethical Review/Institutional Review Board (IRB) Submission

There are often costs for submitting IRB applications to the appropriate local ethical review boards and the board associated with the lead/prime implementing partner. These may be minimal (<$100) but should not be overlooked. In addition, translation costs for paperwork and photocopying and binding of materials for review should be included as needed.

### Sample and transport to major city

A Sample of 30 nets per site and transport to a major city (approx. $1,500).

### Bioassays (30 nets per site) - Optional

Bags to collect nets for insecticide testing; replacement nets (30 per site); transport of nets to testing facility (if international – approx. $1,000 per site) and bioassay testing costs ($20-$30 per net, which is dependent on the lab used).

### Insecticide Content Testing - Optional

Shipping of nets to international testing facility ($1,000 per site); technical chemical analysis ($100 per net, 30 nets per site)

Bioassays and Insecticide content testing are optional extras which can provide valuable additional information during analysis and interpretation of results but they are optional. The generic budget has indicative unit costs for both options.

### Results Dissemination

Dissemination of results after each phase of fieldwork and at the final stage should be budgeted for appropriately; often results can be presented at existing PMI or NMCP coordination meetings in-country for no or little cost. Data analysis workshops in which in-country collaborators are trained and/or guided on the analysis steps for durability monitoring may involve costs of around $10,000 depending on the venue, number of participants, and travel costs for participants (including any international travel for the PI, for example).

Publication fees should be included in the budget. As an example, publication fees for Malaria Journal are around $2000, with discounts for member institutions.

Analysis and write up time should be incorporated into the Personnel section as described above.

## Training

Training costs will include lodging and per diem for participants (if not already included in Local Travel, above); venue rental including any audio-visual requirements (e.g. projector); daily rate for participants (if not already included in Personnel costs, above); printing of training materials, vehicle rental/taxi to reach the field test during training; and any costs associated with local coordination, such as NMCP participation, local government official participation to assist with planning out the travel schedule/plan and access to the selected clusters, etc. Note that it is good practice to train more trainees than will be eventually selected for the actual fieldwork; this allows the monitoring coordinator and/or supervisor to ensure the most capable team is sent to the field. Training should be planned to last 5 days.

Days of work for field team:

* Training: 5 days per round of data collection

In the attached budget it is assumed that all field teams are trained in the same training. Depending on the context, a different training might need to be organized for each site and further venue costs added.

## Fieldwork

If not included already elsewhere, daily rate of the field team, vehicle rental or other transport costs should be budgeted to cover their time and facilitate their movement to each cluster for data collection. Local travel should include per diem and lodging for field team and supervisors.

Days of work for field team:

* Fieldwork: approximately 15 days per site and round of data collection. This is based on 15 clusters per site, with 1 cluster including 10 households visited per day for 1 field team. The budgeted approach assumes that one site is done by a single team, i.e. 15 clusters in 15 working days. If three teams would be used, the work can be done in 5 working days, but then equipment, supply and training costs will go up.

Other field work costs could include:

* If paper-based: printing of questionnaires (if paper-based); purchase of envelopes (1 large envelope per cluster); markers, pens and pencils
* If tablet-based: batteries, charging stations, extra batteries;
* Printing of household enumeration and selection tools; printing of job aids and tools; (if being done)

# Indirect Costs

Implementing partners usually have an indirect cost rate agreed with the US Government as part of a Negotiated Indirect Cost Rate Agreement. New or smaller partners or research firms may not have a NICRA but should take steps to ensure that all associated costs with the monitoring are covered either through direct charging to the budget or through various options for overhead/indirect budgeting.

A 25% indirect cost rate rate has been assumed for the attached budget. Change can be done by adjusting the rate in the placeholder for indirect cost rate for staff at the top left of the budget template (highlighted in yellow); it will automatically be adjusted for each budget period.

# Unit Costs and Variations

Unit costs may vary by location and should be analyzed in the context of specific locations.

The number of sites will be agreed during the monitoring design. The number of monitoring sites should be adjusted in the top left hand corner (highlighted in yellow) of the sheet. The budget template is set up to automatically calculate budget lines that are variable based on the number of monitoring sites.