Budget Notes for Streamlined 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 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 sites and 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. This narrative assumes 2 sites. If 3 sites are chosen costs will increase. This is illustrated in a separate tab in the budget.

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

## Implementing Partner Staff

**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.

Days of work:

* General: Monitoring preparation and set up: 46 in Year 1 (28 for baseline and 18 for 12-month data collection round); 18 in Year 2; 18 in Year 3
* Training: 2 days per round of data collection (desk-based support)

**Analyst/Research Manager**: Salary or daily rate should be budgeted for the analyst/research manager, who manages the day-to-day activities for the monitoring, trains and supervises the data collection teams, leads data cleaning, analysis, and reporting, and liaises closely with the PI to report progress and any challenges. The attached budget assumes that the analyst/research manager is a staff of the implementing partner based at headquarters and will travel to the field during the baseline round.

Days of work:

* General: 43 in Year 1 (18 for baseline and 25 days for 12-month data collection round); 25 in Year 2; 25 in Year 3
* STTA: 12 days in Year 1 (5 days for training and 5 days for field supervision, 2 days for travel at baseline)

**Administration and Finance Managers**: Depending on the size and complexity of the monitoring, admin/finance management will be needed to lead workplan and budget planning, arrange payments to in-country staff, arrange for training logistics, travel, and other administrative tasks. Salary or daily rate should be budgeted appropriately, approximately 12-15 days per year for both roles combined. The admin and finance functions will be based at headquarters.

**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. These positions should be added to the budget as needed and salary should be budgeted appropriately.

## In-Country Staff

The in-country team collection team consists of a Co-Principal Investigator, administration and finance managers, an IT coordinator, and data collection teams. The attached budget assumes these staff are based in-country and are employees of a sub-contracted data collection agency.

**Co-Principal Investigator**: Salary or daily rate should be budgeted for the Co-Principal Investigator (PI) on the project. The Co-PI is ultimately responsible for leading the training and fieldwork with the Implementing Partner staff in accordance with the protocol.

**Administration and Finance Managers:** Depending on the size and complexity of the monitoring, admin/finance management will be needed to assist with IRB applications, workplan and budget planning, and other administrative tasks. Salary or daily rate should be budgeted appropriately, approximately 15-25 days per year for both roles combined.

**IT Coordinator** Salary or daily rate should be budgeted for the IT coordinator, who manages the set-up and maintenance of study tablets throughout the life of the study.

**Data Collection Team:** Each data collection team is comprised of 2 data collectors. These teams are responsible for attending trainings, conducting fieldwork, and completing net hole assessments in the lab. Change to the number of field teams can be made by adjusting the number in the placeholder for Field Teams at the top left of the budget template (highlighted in yellow); it will automatically be adjusted for each budget period.

**Lab Technician:** Salary or daily rate should be budged for a lab technician. This individual is responsible for raising and maintaining the mosquito colonies for 2 months during each round of the study.

**NMCP:** 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 a daily subsistence allowance and lodging but not per diem.

## Fringe

Implementing partner 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 35% 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 and thus the travel budget only covers costs related to the Implementing Partner’s staff. Alternatively, the travel costs for the field teams can be budgeted for under this section.

## International travel

If supervision or short term technical assistance (STTA) is being provided by the Implementing Partner 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 includes items that will be used during each round of data collection. Expendable supplies may include materials that will need to be re-purchased at each study round (i.e. notepads, pens, pencils, copies etc.). 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.

# 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.

### Report Translation

The need for report translation can 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 whether translation is necessary.

### Results Dissemination

Dissemination of results after each phase of fieldwork and at the final stage should be budgeted for appropriately and depending on the workplan; often results can be presented at existing PMI or NMCP coordination meetings in-country or during webinars 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 $3,000 depending on the venue, number of participants, and travel costs for participants (travel for the PI is included in the Travel section).

Publication fees should be included in the budget. As an example, publication fees for Malaria Journal are around $2,500, 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 3 days at the baseline round and 2 days for follow-up rounds.

Days of work for field team:

* Training: 3 days at baseline in-person; 2 days at follow-up online

In the attached budget it is assumed that all field teams are trained in the same training at baseline. 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 supervisors.

Days of work for field team:

* Fieldwork: This is based on 15 clusters per site, with 1 cluster including 14 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. In situations where more than one team is used, teams can work simultaneously to complete data collection in less time, but then equipment, supply and training costs will go up.
  + **Baseline**:
    - 1 team approximately 17 days to complete data collection in one site, including travel
  + **Follow-Up**:
    - 1 Team approximately 8 days to complete data collection in one site, including travel

Other field work costs could include:

* Printing of household enumeration and selection tools; printing of job aids and tools; (if being done)
* Communication credits for the data collectors in the field
* Cost to hire one vehicle for each field team

## Lab Work

Once fieldwork has been completed, nets will be transported back to the research lab. Vehicles used for transport should be big enough to hold the driver, both researchers, and space for up to 45 bagged nets. Each field team will conduct a hole assessment on the cohort nets. The nets will then be sampled for bioassay and insecticide content testing.

### Bioassays (Pre-Distribution)

10 nets (per site/brand) will be available for bioassay testing prior to the distribution campaign. Costs include transport of nets to testing facility (if international – approx. $1,000 per site) and bioassay testing costs. Bioassay costs are dependent on ITN type. PBO costs can be calculated for nets with PBO on all sides of the net or on the roof only.

The costs presented in the bioassay section of this budget are for consumables only. Mosquito rearing and labor costs are presented under Section 1.2 In-Country Staff.

### Bioassays (Baseline)

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 (30 nets per site). Bioassay costs are dependent on ITN type. PBO costs can be calculated for nets with PBO on all sides of the net or on the roof only.

The costs presented in the bioassay section of this budget are for consumables only. Mosquito rearing and labor costs are presented under Section 1.2 In-Country Staff.

### Bioassays (Follow-Up)

Bags to collect nets for insecticide testing; replacement nets (30 per site at baseline and 45 per site at follow up); transport of nets to testing facility (if international – approx. $1,000 per site) and bioassay testing costs (45 nets per site). Bioassay costs are dependent on ITN type. PBO costs can be calculated for nets with PBO on all sides of the net or on the roof only.

The costs presented in the bioassay section of this budget are for consumables only. Mosquito rearing and labor costs are presented under Section 1.2 In-Country Staff.

### Insecticide Content Testing

Shipping of nets to international testing facility ($1,000 per site); technical chemical analysis (45 nets per site). Insecticide content testing costs are dependent on ITN type. PBO costs can be calculated for nets with PBO on all sides of the net or on the roof only. The need for international chemical testing 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 whether chemical testing will be conducted internationally.

# 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 12% indirect cost rate has been assumed for the In-Country partner costs and a 17.5% indirect cost rate has been assumed for all Implementing Partner costs. Changes can be made by adjusting the rate in the placeholders 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 field teams and presence of STTA 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.