Worksheet 7. Develop Project Budget. See Toolkit Slide 57 for more information.

Budget Item	Budget	Considerations
Direct Costs (Examples)		
Staff Time (Salaries and Benefits)	$	• Budget for all staff that need to engage, including leaders, project managers, analysts. • Consider how your staff are paid (e.g., charge to specific accounts or projects, or paid from administrative funds). For administratively funded staff, you will still need commitment for their time from leaders. • Include time for project management, coordination, and meetings in addition to project-specific activities. • Might need to include time and other resources for your partners' engagement, capacity building, technical assistance, etc., depending on their time, other resources, and expertise.
Consultant Time	$	• Consider additional capacity you would need to hire externally. • Identify the scope and hours for any consultants.
Transcription	$	• For primary qualitative data collection, transcriptionist services might be needed to help document notes from interview or focus group recordings
Incentives	$	• Consider paying people for their time to participate in evaluation activities. This is particularly important for patients, health plan members, and community members.
Translation and Interpretation	$	• Depending on the languages spoken in your target population, document translation or interpreter support may be needed.
Other Data Collection Expenses	$	• You may need access to additional platforms, software, data, etc., to conduct your evaluation (e.g., survey platforms, data analysis tools, and virtual meeting platforms).
Travel Expenses	$	• There may be expenses related to travel for evaluation meetings or data collection or both. • Mileage reimbursement, food allowances, etc., are also potentially needed
In-Person Meeting Expenses	$	• If conducting meetings or data collection in person, consider costs associated with hosting in-person meetings (e.g., food, space, parking, childcare).
Communications and Dissemination	$	• You may have additional expenses related to creating products, promoting evaluation results, publishing findings, etc.
Indirect Costs		
Overhead Internal Costs	$	• Often indirect costs are added onto budgets as a percentage of direct costs. Some funders cap the allowable indirect rate, so you will need to consult with them to determine this amount.
TOTAL	$	Sum of all lines above