

# Preparing a Grant Budget & Project Timeline

Carol Ott, PharmD, MPH, BCPP

Clinical Professor of Pharmacy Practice, Purdue University

Clinical Pharmacy Specialist, Psychiatry & Gender Health, Eskenazi Health

Indianapolis, IN

See more grant guidance videos at [aappf.org/grants/guidance](https://aappf.org/grants/guidance)

# Disclosures

- Dr. Ott does not have financial or other relationships to disclose in relation to this presentation
- This presentation will not include discussion of off-label, experimental, and /or investigational use of drugs or devices

# Learning Objectives

1. Prepare an appropriate budget for a grant application using specific grant guidelines
2. Discuss how to itemize a budget
3. Develop a project timeline that meets the needs of research study and follows the grant requirements

# Grant Requirements for a Budget

- Pay attention to the amount offered by the grant
- Many grants have a maximum amount of “up to \_\_\_\_\_”
- Grants will have limitations on what can be included in the grant
- Some things, like salaries of investigators, may not be covered
- Travel is often covered with limitations
- The Defining the Future Grant program currently allows up to \$500 for travel

# Defining the Future Grant – Policies & Procedures

- Grant payments will be made via a mailed check; grants will be paid in full in a single payment
- Overhead, facilities, and administrative fees are not allowed
- Membership dues are not allowed in the budget
- If the \$500 travel is included in the budget, this will be included in the single payment and it the responsibility of the grantee to ensure that the funds are used in this way
- All remaining grant funds that are not spent and reconciled at the conclusion of the grant must be returned to the AAPP Foundation
- Please access <https://aappf.org/grants/policies> for updated information about allowable expenses

# Budget Columns and Justification

Item	Cost Per Unit	Quantity	Total Cost	Justification
Amazon Gift Card	\$20.00	20	\$400.00	1 gift card per participant to compensate for time
Recruiting Flyer Printing	\$5.00	10	\$50.00	Advertising to recruit study participants
Survey Printing	\$5.00	20	\$100.00	Study survey, printed for participant viewing and responses
Statistical Analysis	\$250	1	\$250.00	Pay for time for statistician
Travel to Annual Meeting	\$500.00	1	\$500.00	Defray cost of study investigator travel to Annual Meeting
Total Cost			<b>\$1300.00</b>	

# Project Timeline

- Project timelines are important to keep the investigator and research team on track and to define deliverables
- Due dates can be incorporated into the timeline to ensure the activities are included in the investigator's daily responsibilities
- The project timeline should be developed jointly by the investigator, any other researchers, and the project mentor/preceptor
- Microsoft Word or Excel can be used, it may be helpful to the research team to use an online document that is accessible by all team members

# Sample Project Timeline

Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Develop research question	Submit for IRB approval	Write background for abstract	Begin recruiting study participants	Participant interviews and data collection	Finalize abstract for poster submission	Submit abstract for poster presentation (due 1/28)	Data analysis	Interpret data analysis	Poster presentation at Annual Meeting (due 4/29)	Write discussion section	Collate paper sections
Identify data source	Write abstract for grant	Develop plan for placement of recruitment flyers	Develop plan for informed consent		Write background and introduction for paper submission	Participant interviews and data collection	Write methods section for paper	Write results section for paper		Write limitations	Submit for publication
Identify study methods	Apply for grant (due 8/29)		Plan for form of interview – virtual or in person					Develop poster for presentation		Write conclusion	
Develop data collection tool	Develop recruitment flyer				Participant interviews and data collection						
Literature search for background			Schedule rooms for interviews								

Questions – Please contact Dr. Ott at  
[caott@iu.edu](mailto:caott@iu.edu)

Thank you for attending!