

Example

BUDGET JUSTIFICATION

A. PERSONNEL

Mary Smith, Community Lead (cost = \$) Mary Smith will serve as a key partner in the study to ensure that the project is relevant, accessible, and culturally appropriate for the population being served. She will help with community outreach, participant recruitment, and engagement, and will provide valuable input on study design and implementation. Her involvement helps build trust with participants and improves the overall quality and impact of the study.

Jane Doe, PhD, Fox Chase Cancer Center Partner (cost = \$) Dr. Jane Doe will lead and oversee all aspects of the study. She will manage the project from start to finish, including hiring and training staff, supervising team members, and ensuring that all study activities are completed on time. She will also oversee participant recruitment, coordinate study procedures (such as treatment and assessments), and ensure proper data management. In addition, Dr. Doe will assist with data analysis and will be responsible for preparing and sharing the study findings.

B. OTHER PERSONNEL

TBA Research Assistant (cost = \$) A research assistant will support the daily operations of the study. Responsibilities will include assisting with participant recruitment, organizing study materials, supporting assessments, collecting, and entering data, and keeping right records. This role is essential to ensuring that the study runs efficiently and that data is responsibly managed.

C. EQUIPMENT

(Cost = \$) Funds are requested to purchase essential equipment needed for the study. This may include a laptop or tablet for data collection, software for data management and analysis, and secure storage devices. These tools will support accurate data collection and ensure that information is stored safely.

D. TRAVEL

(Cost = \$) Travel funds are requested to support study-related activities such as visiting recruitment sites, meeting with community partners, or conducting data collection. If applicable, funds may also support travel to present findings at a professional conference.

E. PARTICIPANT/TRAINEE SUPPORT COSTS

None

NOTE: Not all budget categories are required to be used; applicants may include only those that are relevant to their proposed project. It is acceptable to list certain categories, such as travel, as “None” if they are not applicable to the study.