

**Getting
started**

Sample budgets



UCSF



UCSF GLOBAL HEALTH SCIENCES

Improving health and reducing inequities worldwide



Sample budgets

Sample budgets

This chapter provides sample budgets for implementing an IBBS using RDS or TLS for one key population in one place. Amounts are in US \$ based on conservative cost estimates in a moderately expensive city. The budget categories include

- Personnel
- Trainings and meetings
- Survey implementation
- Internal travel
- General administration

Each organization implementing an IBBS will have different costs. These budgets can be used as a baseline and adjusted accordingly.

GSI provides technical assistance (TA) in implementing IBBS. Please [visit our website and contact us](#) for trainings and TA.

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Sample IBBS budget using RDS

Formative assessment, including size estimation, plus RDS among FSW at 1 site (sample size 400/site)

Sample IBBS budget: Formative assessment, including size estimation, plus RDS among FSW at 1 site (sample size 400/site)

Personnel	Annual salary	Monthly salary/benefits	% effort	# mos	Total project salaries
Principal investigator	\$75,000	\$7,500	10%	12	\$9,000
Project coordinator	\$50,000	\$4,560	100%	12	\$54,720
<i>Subtotal personnel</i>					\$63,720

Field staff

Formative assessment personnel

Site supervisor	\$15,000	\$1,200	100%	3	\$3,600
Qualitative interviewer	\$8,000	\$650	100%	3	\$1,950
Qualitative interviewer	\$8,000	\$650	100%	3	\$1,950
Community outreach worker	\$6,000	\$500	100%	3	\$1,500
<i>Subtotal formative assessment personnel</i>					\$9,000

RDS survey site personnel

Site supervisor	\$15,000	\$1,200	100%	6	\$7,200
Counselor/interviewer	\$8,000	\$650	100%	6	\$3,900
Counselor/interviewer	\$8,000	\$650	100%	6	\$3,900
Counselor/interviewer	\$8,000	\$650	100%	6	\$3,900
Coupon manager	\$6,000	\$500	100%	6	\$3,000
Community outreach worker	\$6,000	\$500	100%	6	\$3,000
Security (hire a company)	\$18,000	\$1,500	100%	6	\$9,000
Receptionist	\$6,000	\$500	100%	6	\$3,000
Cleaner	\$2,500	\$200	100%	6	\$1,200
<i>Subtotal RDS survey site personnel</i>					\$38,100

Subtotal personnel costs

\$110,820

	Unit/quantity	Price	Total price
Trainings and meetings			
Fieldwork preparation/size estimation training (6 participants)			
Conference room (2 days)	2	\$100	\$200
Handouts	10	\$5	\$50
Training expenses	10	\$25	\$250
<i>Subtotal</i>			\$500
Formative assessment training (8 participants for 5 days)			
Conference room (5 days)	5	\$100	\$500
Handouts/printing and binding of operations manual	12	\$10	\$120
Training expenses	60	\$25	\$1,500
<i>Subtotal</i>			\$2,120



Sample budgets

Trainings and meetings (cont'd)	Unit/ quantity	Price	Total price
RDS survey implementation training (10 participants for 10 days)			
Conference room (10 days)	10	\$100	\$1,000
Handouts/printing and binding of operations manual	14	\$15	\$210
Training expenses	140	\$25	\$3,500
<i>Subtotal</i>			\$4,710
Data analysis, interpretation and writing Workshop (15 participants x 10 days) *OPTIONAL*			
Conference room (10 days)	10	\$100	\$1,000
Handouts	20	\$10	\$200
Training expenses	200	\$25	\$5,000
<i>Subtotal</i>			\$6,200
Community forum (20 participants for 1/2 day) *OPTIONAL*			
Conference room (1/2 day)	0.5	\$100	\$50
Handouts	24	\$5	\$120
Meeting expenses	24	\$10	\$240
<i>Subtotal</i>			\$410
Local dissemination (20 participants for 1/2 day) *OPTIONAL*			
Conference room (1/2 day * 1 site)	0.5	\$100	\$50
Handouts	25	\$5	\$125
Meeting expenses	25	\$10	\$250
Professional printing of 500 results brochures	500	\$3	\$1,500
<i>Subtotal</i>			\$1,925
National dissemination meeting (50 participants for 1/2 day) *OPTIONAL*			
Conference room (1/2 day)	0.5	\$100	\$50
Handouts	55	\$5	\$275
Meeting expenses	55	\$10	\$550
Professional printing and binding of 500 reports	500	\$15	\$7,500
<i>Subtotal</i>			\$8,375
<i>Subtotal trainings and meetings cost</i>			\$24,240
Field work preparation, formative assessment and size estimation implementation			
Unique event	1	\$2,000	\$2,000
Unique objects for size estimation	500	\$2	\$1,125
Formative assessment supplies (\$200/site)	1	\$200	\$200
Transport for key informants and focus group participants	60	\$4	\$240
Phone vouchers for formative assessment staff	18	\$20	\$360
<i>Subtotal</i>			\$3,925



Survey implementation	Unit/ quantity	Price	Total price
General supplies and miscellaneous			
Netbooks for survey site personnel (does not include software: recommend freeware)	6	\$500	\$3,000
Laptop for project coordinator	1	\$1,200	\$1,200
Printer and toner	1	\$1,000	\$1,000
Printing of survey coupons	1200	\$2	\$2,400
Participant reimbursements (400/site + 10%)	440	\$10	\$4,400
Secondary Incentive RDS (400/site*3 times)	1200	\$4	\$4,800
Transport reimbursements for participants	440	\$4	\$1,760
Subsistence for participants	440	\$4	\$1,760
Health referral brochure	440	\$1	\$440
General office supplies (6 months)	6	\$100	\$600
Field team supplies	10	\$40	\$400
Reproduction/photocopies (6 months)	6	\$50	\$300
Transportation of DBS cards to central office (10kg)	12	\$50	\$600
Lab supplies	1	\$15,000	\$15,000
<i>Subtotal</i>			\$37,660
Communication			
Airtime (10 study team members * \$20 for 6 months)	10	\$120	\$1,200
Cell phones	2	\$100	\$200
Internet	12	\$300	\$3,600
Postage, delivery, courier	12	\$50	\$600
<i>Subtotal</i>			\$5,600
RDS survey sites			
Site facility rental (6 months)	6	\$1,500	\$9,000
Utilities	6	\$100	\$600
Site furniture (6 desks *\$150 , 18 chairs * \$30, 1 filing cabinet * \$200, 1 book shelf \$100, 1 refrigerator = \$350)	1	\$2,090	\$2,090
Site maintenance (6 months)	6	\$50	\$300
<i>Subtotal</i>			\$11,990
Internal travel (site visits)			
Local transportation	1	\$2,000	\$2,000
<i>Subtotal</i>			\$2,000
<i>Subtotal implementation costs</i>			\$61,175
TOTAL BUDGET			\$196,235



Sample budgets

Sample IBBS budget using TLS

Formative assessment, including size estimation, plus TLS among MSM in 1 city (sample size 400/city)

Sample IBBS budget: Formative assessment, including size estimation, plus TLS among MSM at 1 site (sample size 400/site)

Personnel	Annual salary	Monthly salary/ benefits	% effort	# mos	Total project salaries
Principal investigator	\$75,000	\$7,500	10%	12	\$9,000
Project coordinator	\$50,000	\$4,560	100%	12	\$54,720
Subtotal personnel					\$63,720

Field staff

Formative assessment personnel

Site supervisor	\$15,000	\$1,200	100%	3	\$3,600
Qualitative interviewer	\$8,000	\$650	100%	3	\$1,950
Qualitative interviewer	\$8,000	\$650	100%	3	\$1,950
Community outreach worker	\$6,000	\$500	100%	3	\$1,500
Subtotal formative assessment personnel					\$9,000

RDS survey site personnel

Site supervisor/enumerator	\$15,000	\$1,200	100%	4	\$4,800
Counselor/interviewer	\$8,000	\$650	100%	4	\$2,600
Counselor/interviewer	\$8,000	\$650	100%	4	\$2,600
Counselor/interviewer	\$8,000	\$650	100%	4	\$2,600
Counselor/interviewer	\$7,800	\$650	100%	4	\$2,600
Community outreach worker	\$6,000	\$500	100%	4	\$2,000
Subtotal TLS survey site personnel					\$17,200

Subtotal personnel costs

\$89,920

Trainings and meetings	Unit/ quantity	Price	Total price
Fieldwork preparation/size estimation training (6 participants)			
Conference room (2 days)	2	\$100	\$200
Handouts	10	\$5	\$50
Training expenses	10	\$25	\$250
Subtotal			\$500
Formative assessment training (8 participants for 5 days)			
Conference room (5 days)	5	\$100	\$500
Handouts/printing and binding of operations manual	12	\$10	\$120
Training expenses	60	\$25	\$1,500
Subtotal			\$2,120



Trainings and meetings (cont'd)	Unit/ quantity	Price	Total price
TLS survey implementation training (10 participants for 10 days)			
Conference room (10 days)	10	\$100	\$1,000
Handouts/printing and binding of operations manual	14	\$15	\$210
Training expenses	140	\$25	\$3,500
<i>Subtotal</i>			\$4,710
Data analysis, interpretation and writing Workshop (15 participants x 10 days) *OPTIONAL*			
Conference room (10 days)	10	\$100	\$1,000
Handouts	20	\$10	\$200
Training expenses	200	\$25	\$5,000
<i>Subtotal</i>			\$6,200
Community forum (20 participants for 1/2 day) *OPTIONAL*			
Conference room (1/2 day)	0.5	\$100	\$50
Handouts	24	\$5	\$120
Meeting expenses	24	\$10	\$240
<i>Subtotal</i>			\$410
Local dissemination (20 participants for 1/2 day) *OPTIONAL*			
Conference room (1/2 day * 1 site)	0.5	\$100	\$50
Handouts	25	\$5	\$125
Meeting expenses	25	\$10	\$250
Professional printing of 500 results brochures	500	\$3	\$1,500
<i>Subtotal</i>			\$1,925
National dissemination meeting (50 participants for 1/2 day) *OPTIONAL*			
Conference room (1/2 day)	0.5	\$100	\$50
Handouts	55	\$5	\$275
Meeting expenses	55	\$10	\$550
Professional printing and binding of 500 reports	500	\$15	\$7,500
<i>Subtotal</i>			\$8,375
<i>Subtotal trainings and meetings cost</i>			\$24,240
Field work preparation, formative assessment and size estimation implementation	Unit/ quantity	Price	Total price
Unique event	1	\$2,000	\$2,000
Unique objects for size estimation	500	\$2	\$1,125
Formative assessment supplies (\$200/site)	1	\$200	\$200
Transport for key informants and focus group participants	60	\$4	\$240
Phone vouchers for formative assessment staff	18	\$20	\$360
<i>Subtotal</i>			\$3,925



Sample budgets

Survey implementation	Unit/ quantity	Price	Total price
General supplies and miscellaneous			
Netbooks for survey site personnel (does not include software: recommend freeware)	5	\$500	\$2,500
Laptop for project coordinator	1	\$1,200	\$1,200
Printer and toner	1	\$1,000	\$1,000
Participant reimbursements (400/site + 10%)	440	\$10	\$4,400
Subsistence for participants	440	\$4	\$1,760
Health referral brochure	440	\$1	\$440
General field supplies (4 months)	4	\$100	\$400
Field team supplies (backpacks, clip boards, etc.)	10	\$40	\$400
Clicker for enumerator	1	\$15	\$15
Reproduction/photocopies (4 months)	4	\$50	\$200
Transportation of DBS cards to central office (10kg)	12	\$50	\$600
Lab supplies	1	\$15,000	\$15,000
<i>Subtotal</i>			\$27,915
Communication			
Airtime (10 study team members * \$20 for 4 months)	10	\$80	\$800
Cell phones	6	\$100	\$600
Internet	12	\$300	\$3,600
Postage, delivery, courier	12	\$50	\$600
<i>Subtotal</i>			\$5,600
TLS survey site			
Mobile van rentals for HIV testing (2 vans * 4 months) *OPTIONAL*	8	\$2,000	\$16,000
<i>Subtotal</i>			\$16,000
Internal travel (site visits)			
Local transportation	1	\$2,000	\$2,000
<i>Subtotal</i>			\$2,000
Subtotal implementation costs			\$55,440
TOTAL BUDGET			\$169,600