

Example of an SEP Budget

The SEP Budget template below is one approach to providing a detailed SEP Budget.

Part 1: Detailed Costs

- 1. Instrument development XX hrs
- 2. IRB approval N/A
- 3. Sampling XX hrs *(including creation of control or comparison groups)*
- 4. Data collection XX hrs
- 5. Data analysis XX hrs
- 6. Report writing XX hrs
- 7. Presentations XX hrs

Costs by Evaluation Component: Evaluator, Project Staff, and Others

Year 1		
Major Evaluation Component	Personnel <i>(Staff and contractual)</i> <i>Evaluator: TBN</i> <i>Evaluation Coordinator: TBN</i> <i>Research Manager: TBN</i>	Other Direct Costs <i>Travel, printing, materials, supplies,</i> <i>communications, participant honoraria</i>
Instrument Development		
IRB approval		
Sampling		
Data Collection		
Data Analysis		
Report Writing		
Presentations		
TOTAL COSTS		

Example of an SEP Budget, continued

Year 2		
Major Evaluation Component	Personnel (Staff and contractual) <i>Evaluator: TBN Evaluation Coordinator: TBN Research Manager: TBN</i>	Other Direct Costs <i>Travel, printing, materials, supplies, communications, participant honoraria</i>
Instrument Development		
IRB approval		
Sampling		
Data Collection		
Data Analysis		
Report Writing		
Presentations		
TOTAL COSTS		

Year 3		
Major Evaluation Component	Personnel (Staff and contractual) <i>Evaluator: TBN Evaluation Coordinator: TBN Research Manager: TBN</i>	Other Direct Costs <i>Travel, printing, materials, supplies, communications, participant honoraria</i>
Instrument Development		
IRB approval		
Sampling		
Data Collection		
Data Analysis		
Report Writing		
Presentations		
TOTAL COSTS		

Part 2: Budget Justification / Narrative

Narrative providing the explanations needed to understand the budget. The budget narrative should begin by indicate what percentage of the total SIF sub grant (including matching funds) is being dedicated to evaluation, as opposed to other activities.