HVTN RAMP Budget Template

NOTES: Applicants may request up to $20,000 for short-term projects of 8-10 weeks, up to $25,000 short-term projects of >10-16 weeks and up to $70,000 for long-term projects (9-12 months) of direct costs. The approved salary amount is typically distributed incrementally over the course of the project and is not given in a lump sum. In order for the awarded student to receive funds, they must be hired by a U.S. mentor's institution to receive the approved salary. Approved supplies will be purchased directly by the U.S. mentor's institution.

Allowable Budget Items: All scholars must attend an HVTN Full Group Meeting, preferably in Washington, DC, May 29-31, 2019. Long-term scholars may also request travel funds to attend an international scientific conference such as AIDS 2018, CROI 2019, IAS 2019 or the HVTN Fall 2018 Conference in Seattle, WA.
The following costs should be included in the budget below:
• Salary: Salary should cover living expenses, lodging, food, local transportation and personal trips during the project period. Work with your mentor to determine an appropriate salary based on your institutional ranges, your experience/education, and local cost of living. Salaries are expected to be in the range of $2,500-$4,500 per month based on these factors.
• Supplies: Approved supplies will be purchased directly by the institution. For international projects, ensure estimates include currency conversion and/or debit/credit card fees for international transactions.
• Airfare: Round-trip airfare to host institution/project site and to conference(s). To be administered directly by HVTN and arranged by HVTN Travel.
• Per diem at Conferences: Per diem (meals and incidental expenses) during HVTN conferences. The maximum allowable per diem rate in Washington, D.C. is $69/day and in Seattle is $74/day. With the exception of the HVTN conferences, lodging and meals during the project period must be covered by the scholar's salary.

The following costs may not be budgeted for and are expected to be covered by the scholar's salary:
• Lodging at HVTN site during project period
• Food during project period
• Local ground transportation at the project site
• Personal travel during the project period
• Any currency conversions or credit/debit cards fees for the above items when working at an international site .
• Conference hotel and registration costs. Covered by HVTN, and do not factor into the scholar's budget.
Please refer to the sample budget document at www.hvtn.org/ramp for assistance. Additional questions can be addressed to Kimberly Hitchcock, HVTN Contracts Manager, at khitchco@fhcrc.org or 206-667-1204.

Applicant Name: **DJ Green**
Project Period **9/1/2018-5/31/2019**
Project Location **Boston, MA**

PERSONNEL					
Name	Role		Amount		Subtotal
DJ Green	RAMP scholar - $3,500 per month, 9 months	$	31,500	$	31,500
SUPPLIES *(Itemize)*					
Lab supplies - antibodies and reagents		$	27,000		
Plasticware and disposables		$	1,800		
		$	-		
		$	-		
		$	-		
		$	-		
		$	-		
		$	-	$	28,800
TRAVEL					
Round trip flight from Atlanta to Boston for project period		$	250		
Round trip flight from Boston to Washington, DC for May 2019 HVTN Conference		$	250		
Per diem in Washington, DC - 4 days, $69/day		$	276		
For long-term applicants - roundtrip flight from Boston to Seattle for CROI 2019		$	500		
For long-term applicants - per diem for additional conference: 4 days, $72/day		$	288	$	1,564
OTHER COSTS *(Itemize)*					
Core sequencing charges		$	8,100		
		$	-		
		$	-		
		$	-		
		$	-		
		$	-		
		$	-		
		$	-	$	8,100

Project Budget Summary		
Scholar salary	$	31,500.00
Supplies	$	28,800.00
Travel	$	1,564.00
Other costs	$	8,100.00
Total project cost	**$**	**69,964.00**

HVTN and mentor site use only

Note: Mentor sites for awarded scholars will receive a subaward from FHCRC. Mentor support for salary or other project costs may be requested up to $1,500 for 2-month projects or $10,000 for 12-month projects. Travel costs will not be included in the subaward budget. Travel arrangements and costs will be managed directly by the HVTN.

Subaward Budget Summary		
Scholar salary/fringe	$	31,500
Mentor salary/fringe	$	10,000
Supplies	$	28,800
Other costs	$	8,100
Subtotal directs	**$**	**78,400**