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. In addition to those funds, mentor compensation of $1,500 for short-term projects and $10,000 for long-term projects will be added when processing the award. 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 or Resource Managers's institution to receive the approved salary. Approved supplies will be purchased directly by the mentor or Resource Manager's institution.

Allowable Budget Items: All scholars must attend an HVTN Full Group Meeting, preferably in Washington, DC, May 27-29, 2020. Long-term scholars may also request travel funds, registration and accommodation to attend an international scientific conference such as IAS 2019, CROI 2020, AIDS 2020, an additional HVTN Full Group Meeting/Conference, or the annual meeting for another clinical trials network, such as HPTN, IMPAACT or ACTG.
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/mileage reimbursement: Round-trip airfare to host institution/project site and to conference(s). To be administered directly by HVTN and arranged by HVTN Travel. Those who drive to their project site can be reimbursed at $0.545 per mile.
• 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. To find per diem rates for additional conferences for long-term scholars, search here: https://www.gsa.gov/travel/plan-book/per-diem-rates.

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 for HVTN Full Group Meeting or Conference ONLY.
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: **Nina Miller**
Project Period **6/3/2019-7/31/2019**
Project Location **New York, NY**

			Amount		Subtotal
SALARY					
Nina Miller	RAMP scholar - $4,500 per month, 2 months	$	9,000	$	9,000
SUPPLIES *(Itemize)*					
Office supplies for conducting interviews		$	200		
Poster printing for HVTN Full Group Meeting		$	150		
Laptop computer for conducting project		$	1,000		
Digital recorders for focus group discussions		$	75		
Qualitative analysis software license		$	350		
		$	-		
		$	-		
		$	-	$	1,775
TRAVEL					
Round trip flight from St. Louis to New York for project period		$	350		
Round trip flight from St. Louis to Washington, DC for May 2020 HVTN Conference		$	350		
Per diem in Washington, DC - 4 days, $69/day		$	276		
		$	-	$	976
OTHER COSTS *(Itemize)*					
Participant compensation ($35 per ppt, 40 expected)		$	1,400		
Professional transcription service		$	5,000		
		$	-		
		$	-		
		$	-		
		$	-		
		$	-		
		$	-	$	6,400

Project Budget Summary		
Scholar salary	$	9,000.00
Supplies	$	1,775.00
Travel	$	976.00
Other costs	$	6,400.00
Total project cost	**$**	**18,151.00**

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	$	9,000
Mentor salary/fringe	$	1,500
Supplies	$	1,775
Other costs	$	6,400
Subtotal directs	**$**	**18,675**