

Appendix B. Budget Template Instructions

The monkeypox vaccination budget template is required to be completed for all funded organizations.

Applicants must include justification for all requested costs and follow guidelines for allowable and unallowable costs as provided below. Applicants should prepare budgets based on a 3-month timetable.

<u>Allowable Costs</u>	<u>Unallowable Costs</u>
<ul style="list-style-type: none"> • Staff salary and benefits • Training • Personal Protective Equipment (PPE) • Vaccination supplies (Track A) • Publicity for vaccination services • Refrigerators for storing vaccine • Computers • Printing, promotional materials, translation, and interpretation • Waste disposal • Leasing of vehicles • Local travel for mobile Clinics • Equipment • Lease costs 	<ul style="list-style-type: none"> • Air travel • Building acquisition • Food and beverages • Hotel or lodging • Legal fees • Loans • Lobbying or advocacy • Research expenditures • Purchase of vehicles • Fundraising costs

The budget template is organized into the following categories:

- Personnel
- Equipment
- Supplies
- Other

If the organization will sub-contract to provide services, a separate worksheet that details these costs must be completed. For example, if your organization will hire staff through a sub-contract, a separate worksheet must be submitted.

Columns that have automatic calculations are highlighted in blue.

Personnel

Provide the details of the proposed staff to carry out this program.

Column	Header	Instructions
Column A/B	Personnel	Enter title and describe role in relation to this funding.
Column C	Employee name or TBD	Enter employee name or write TBD.
Column D	Hourly rate	Enter the hourly rate of the employee.
Column E	Number of hours on contract	Enter the total number of budgeted hours as per the contract.
Column F	Total	Do not enter data in this column. The form automatically calculates the hourly rate (column D) times the number of hours on contract (column E).
Column G	Fringe	Enter the percentage of fringe costs. If there is no fringe leave the cell blank.
Column H	Budget Cost	Do not enter data in this column. The form automatically calculates the budget cost by adding total cost (column F) and fringe (column G).

Equipment

Provide a detail narrative of all specific equipment purchases, for items over \$5000. Equipment leases/rentals should go under "Other".

Column	Header	Instructions
Column B	Equipment (itemize)	Enter the itemized list of equipment.
Column C	Purpose	Enter the purpose of the equipment purchase.
Column D	Item cost per unit	Enter the per unit item cost.
Column E	Number of units	Enter the number of units proposed to purchase.
Column F	Budget cost	Do not enter data in this column. The form automatically calculates the amount by item cost per unit (column D) times number of units (column E).

Supplies

This narrative must be specific, especially the details about cost and purpose of purchases. It must justify why these costs are required to carry out the program.

Column	Header	Instructions
Column B	Supplies (itemize)	Enter the itemized list of supplies.

Column C	Purpose	Enter the purpose of the supplies purchase.
Column D	Item cost per unit	Enter the per unit item cost.
Column E	Number of units	Enter the number of units proposed to purchase.
Column F	Budget cost	Do not enter data in this column. The form automatically calculates the amount by item cost per unit (column D) times number of units (column E).

Other:

The categories under “other” include rent, utilities, communications, leased/rented equipment, insurance, printing, repairs, maintenance and “miscellaneous” other. Provide a complete narrative describing each of these items.

Column	Header	Instructions
Column B	Other (Itemize)	Enter the itemized list.
Column C	Purpose	Enter the purpose of the purchase.
Column D	Item cost per unit	Enter the per unit item cost.
Column E	Number of units	Enter the number of units proposed to purchase.
Column F	Budget Cost	Do not enter data in this column. The form automatically calculates the amount by item cost per unit (column D) times number of units (column E).

Total Direct Costs: Do not enter data in the amount column. The form automatically calculates all the costs above as direct costs.

Indirect Costs: Enter the rate of indirect cost, describe your indirect cost allocation method, and show the calculation of the indirect charge.

Total Budget: Do not enter data in the amount column. The form calculates the “total direct” plus “total indirect” as total costs.

Sub-contractor(s): If your organization intends to use a sub-contractor, a detailed budget needs to be provided. The directions listed above for each section apply to the sub-contractor templates.

Submit completed budget via electronic REDCap form using the template provided:

<https://redcap.link/MpxFundingApp>

Questions? Need help with the Excel formulas or additional rows?

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