

3. Evaluation Budget Guide

This document is intended to serve as a guideline in preparing a budget for a program evaluation (or most other evaluation or diagnostic research proposals). It is especially applicable to survey, key informant interview, and focus group approaches. Longitudinal approaches, including extended participant observation and prolonged field residence are not covered in this guide. Some of the items in this form may not be applicable with every study, e.g., interviews might not be done, equipment might be borrowed, etc. In such cases, use only the parts of the form that are applicable, and be sure to state clearly what the arrangements are in the budget justification section.

BUDGET:

Stipends/personnel

Personnel	Number	Days	Rate/day	Sub-total
Principal investigators				
Co-investigators				
Supervisors				
Interviewers				
Drivers				
Guides				
Other (specify)				

Per diem/lunch fees

Personnel	Number	Days	Rate/day	Sub-total
Principal investigators				
Co-investigators				
Supervisors				
Interviewers				
Drivers				
Guides				
Other (specify)				

Subtotal of personnel fees (salary and per diem)

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Training

Venue		Days	Rate/day	Sub-total

Refreshments	Number of people	Items/day	Days	Rate/day	Sub-total
Beverage					
Food/snack					
Lunch/meal					
Other (specify)					

Sitting fee	Number of people	Days	Rate/day	Sub-total

Subtotal of training fees (without supplies)

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Travel

Fuel	Cost/liter	1/kms/litre	Days	Kms/day	Sub-total

Servicing every 3000 kms	Total kms	Total kms/3,000	Cost per service	Sub-total

Other (specify)	Number	Cost/item		Sub-total

Subtotal of travel costs (without driver fees)

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Equipment and supplies (number x cost/item)

Recruiting supplies	Number of notices	Cost/notice	Sub-total

Training supplies	Number	Cost/item	Sub-total
Notebooks			
Pencils with erasers			
Pens			
Markers			
Flip chart pad			

Training manuals	Number	Cost/item	Sub-total
Copy paper			
Duplicating paper			
Stencils			
Duplicating ink			

Fieldwork supplies	Number	Cost/item	Sub-total
Identity cards			
Accounting tally sheets			
Box folders for receipts			
Tape recorder			
Blank recording tapes			
Dry cells for recorder			
Notebooks			
Pencils with erasers			
Pens			
Topic guides (FG, KI)			
Questionnaire forms			
Duplicating paper			
Stencils			
Duplicating ink			
Polythene bags			
Box files			

Data entry, analysis, storage	Number	Cost/item	Sub-total
Computer diskettes			
Paper cartons for forms			

Write-up	Number	Cost/item	Sub-total
Computer paper			
Ink (ribbon, cartridge)			
Copy paper			
Manila or plastic for covers			
Binding			
Duplicating paper			
Stencils			
Duplicating ink			

Other (specify)	Number	Cost/item	Sub-total

Subtotal of equipment and supplies costs

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Other contracted services

Language translation	Languages	Pages	Cost/page	Sub-total

Include: Forward translation to vernacular, Back translation to English

Coding	Number of forms	Cost/form	Sub-total

Preparation of data entry program	Number of pages	Cost/page	Sub-total

Data entry	Number of forms	Cost/form	Sub-total

Tape transcription	Number of tapes	Time/tape	Cost/time	Sub-total

Data analysis (statistical)	Estimated time	Cost/time	Sub-total

Word processing	Estimated pages	Cost/page	Sub-total

Photocopying	Estimated pages	Cost/page	Sub-total

Other (specify)	Number of items	Cost/item	Sub-total

Subtotal of contracted service fees

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Subtotal of entire budget

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Contingency fund (subtotal x 5%) _____ x 5% = _____

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TOTAL BUDGET

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BUDGET JUSTIFICATION

Personnel - specify numbers, duties, work loads (time per day, numbers of interviews, etc. per day), duration of involvement, prerequisites for hiring

Hiring process and accounting - indicate the planned advertising/recruitment schedule and arrangements, payment schedule, bookkeeping arrangement

Training - specify numbers of people involved as trainers and participants, syllabus for training session, venue and when the booking will be done, who will arrange food and refreshments. Other refreshment costs might include napkins/serviettes, straws, etc.

Travel - describe details of locations, number of trips expected (best to overestimate number of trips to allow for failed contacts), include trips to pre-arrange appointments, if any. Incidental expenditures that are not anticipated, such as motor oil, should come out of the contingency fund.

Equipment and supplies - figures for these items should come from the administrator/finance officer, as many can be purchased through central stores. Paper supplies should reflect the size of the questionnaires and the number of copies of each of the forms. With items like tape recorders or computer diskettes, specify the size and type in the budget justification section. If any expensive equipment is to be purchased, be sure to indicate what will happen to the equipment at the end of the study. If the tape recorder or other equipment is to be borrowed/loaned or rented, indicate the source. The identity cards mentioned are an essential item for any field research in Uganda. Depending on the nature of the study, it may be necessary for the PI of the study to be registered with the Uganda National Council for Science and Technology.

Language translation - depending on the nature of the study, this may be an essential expenditure for questionnaires. For certain studies it may be bypassed by spending extra time in training and by the care used in selecting the interviewers. It will depend to some extent on the size and location of the study. Be aware that the proper technique in surveys is to pre-translate questionnaires into the local language and then have a second person back-translate into English.

Data entry - this can take as much time as the fieldwork, and needs to be estimated carefully.

Write-up - Word processing may be best done by the evaluation leaders (or investigators), or at least requiring them to edit the work on computer.

Dissemination - the cost of seminars and paper distribution need to be considered. Also, expenses are involved in distribution of a preliminary draft of the report, and printing of the final copy.

Accounting - in addition to the earlier comments under salaries about accounting, the evaluator/researcher should indicate how he/she will be managing the contingency fund, and what will be done with any unspent monies.

From: Barton, T. (1990) Budget Guide, Operational Research Handout, CHDC

Applications in the PIE:

- For the whole PIE