

## IES BUDGET JUSTIFICATION SAMPLE – TECHNOLOGY DEVELOPMENT GOAL 2

July 1, 20XX – June 30, 20XX

CFDA

### Budget Justification

All salaries and wages are based on uniform salary scales of Rutgers University. Merits and benefits have been calculated according to the University's Contract and Grant guidelines. Where appropriate, salary and wage calculations include a 3% yearly increase, and the administrative off site cost rate is 26% for all project years.

#### A. Senior/Key Personnel

**Principal Investigator.** Funds are requested for 12.5% years 1-4 (academic year) and 33% years 1-4 (summer). PI will be responsible for ensuring effective completion of all development and research activities associated with the proposed 4-year work scope. She will assume overall responsibility for the management of the study including hiring; oversight of all intervention development and iterative refinement activities; intervention implementation and research activities; maintaining frequent and ongoing correspondence with partnering schools during years 3 and 4; directing collaboration among the investigative team for development and qualitative analyses. During years 3 and 4 she will assume responsibility for manuscript writing and Goal Three Efficacy and Replication Proposal. In addition, across all study years, she will be responsible for submitting required reports to IES, attending one meeting each year with other grantees and Institute staff in Washington, DC, facilitating weekly grant meetings, and communicating with University personnel to ensure effective fiscal management of the project. Substantial efforts of the PI throughout the study reflect the extensive development activities, completion of data collection in accordance with the proposed timeline, and guiding revisions to the IVT system based on the iterative research process. **Total Salary and Fringe = \$104,106**

#### B. Other Personnel

**Project Director/Postdoctoral Associate (To Be Hired).** Funding is requested for a 12 calendar month full-time doctoral level project director across all 4 years of the study. The Project Director will supervise research staff, and participate actively in intervention development during years 1 and 2 and in recruitment and data collection activities and data management activities. In addition, the Project Director will support IVT offered in years 3 and 4 and coordinate technical assistance to early career teachers around the IVT system as needed. The project director will participate in CLASS training and conduct periodic reliability checks with research staff as needed and during year 4 contribute to manuscript writing and grant preparation. **Total Salary and Fringe = \$296,898**

**Student/Hourly (To Be Hired).** Funding is requested for student hourly workers to be compensated \$16,000 per hour during years 2, 3 and 4. One part time student hourly worker

(approximately 10 hours per week) will be hired during year 2, two part time (approximately 20 hours per week) during year 3, and increased to three part time hourly workers in Year 4 (approximately 20 hours per week) as the data collection and recruiting tasks increase with the addition of new schools. Student hourly workers will be directly supervised by the postdoctoral associate and will assist in the management of the study with a primary focus on recruitment, data collection and entry, and coding virtual focus group data. Student hourly workers will also clean data and provide administrative assistance around intervention development and refinement activities. During Years 3 and 4, time will also be allocated for administrative activities around delivery of IVT, manuscript and grant preparation and finalizing prototypes of materials and products. **Total Expense = \$73,920**

**Total Salary Senior/Key Personnel for the Project: \$474,924**

## C. Travel

### Year 1

**Domestic travel.** Travel funds are requested for PI to travel to Miami for one trip during year 1 (\$1000-3 days; 2 nights). Consistent with the requirements specified in the RFA, funds are also budgeted for one project representative (PI) to attend one meeting with other grantees and Institute staff in Washington, DC (\$1200). Total domestic travel = \$1000 + \$1200 = \$2200.

**Year 1 Travel Total = \$2200**

### Year 2

**Domestic travel.** Funds are budgeted for one project representative to attend the yearly IES grantees meeting in Washington, DC (\$1200).

**Year 2 Travel Total = \$1200**

### Year 3

**Domestic travel.** Travel funds are requested for one project representative to attend the yearly IES grantees meeting in Washington, DC (\$1200).

**In state Travel – Mileage.** Additional funds are requested for mileage cost @ .56 cents per mile to and from schools during recruitment and data collection for graduate assistants:

Recruitment: 6 visits x 60 miles round-trip x .56 cents/mile x 8 schools = \$1613

Data collection year 3 schools: 8 visits x 60 miles x .56 cents/mile x 2 time points x 8 schools = \$4301

Data collection (sociometric interviews for year 4 schools in spring year 3): 3 visits x 60 miles x .56 cents/mile x 1 time points x 6 schools = \$605

**Year 3 Travel Total = \$1200 + \$1613 + \$4301 + \$605 = \$7719**

Year 4

**Domestic travel.** Travel funds are requested for one project representative to attend the yearly IES grantees meeting in Washington, DC (\$1200).

**In state Travel – Mileage.** Additional funds are requested for mileage cost @ .56 cents per mile to and from schools during recruitment and data collection for graduate assistants:

Recruitment: 6 visits x 60 miles round-trip x .56 cents/mile x 12 schools = \$2419

Data collection: 8 12 visits x 60 miles x .56 cents/mile x 3 time points x 12 schools = \$14,515

Data collection (sociometric interviews): 3 visits x 60 miles x .56 cents/mile x 2 time points x 6 schools = \$1210

PLC meetings: 6 visits x 60 miles x .56 cents/mile x 6 schools = \$1210

**Year 4 Travel Total = \$20,554**

**Total Travel for Project: \$31,673**

## **D. Other Direct Costs**

### **Materials and Supplies**

**PC and Peripherals.** Funding is requested in Year 1 for computers for the PI and postdoctoral associate for research and data collection activities (two Alienware laptop computers @ \$2500 x 2 = \$5000) to support sophisticated software used to develop the IVT system. Funding is also requested for one desktop for student hourly (\$1500) and one printer for the postdoctoral associate (\$500). **Total PC and Peripherals Expense = \$5000 + \$1500 + \$500 = \$7000**

General office supplies @ \$500 x 4 years = \$2000

Software: \$400 (year 1) = \$400

CLASS Manuals 8 \* \$49.95 = \$400.00

CLASS Scoring Forms = \$300

Connors 3GI Users Package = \$584

HD Flash Memory Camcorder for video recording formative assessment sessions = \$400.

**Total Supplies and Computer for Project: \$12,884.**

**Compensation to research participants.** Funds are requested for compensation to teacher trainees who participate in the formative evaluation sessions @ \$40 x 16 participants = \$640 in year 2.

**Total Research Participants: \$640**

**Total Other Direct Cost: \$13,524**

**Participant/Trainee Costs**

Year 3

**Online training for early career teachers.** Funds are requested in year 3 for 24 early career teachers to register for IVT online course ( $\$25 \times 24$  teachers = \$600). Total = \$600.

**Compensation to early career teachers.** Funds are requested for early career teachers to be compensated for their time participating in professional development ( $\$200 \times 24$  teachers = \$4800) completing research measures ( $\$25 \times 24$  teachers  $\times$  2 time points = \$1200). Total = \$6000

**Year 3 Participant/Trainee Total = \$600 + \$6000 = \$6600**

Year 4

**Online training for early career teachers.** Funds are requested in year 4 for 20 early career teachers to register for IVT online course ( $\$25 \times 20$  teachers = \$500). Total = \$500.

**Classroom-based training for early career teachers.** Funds are requested to provide classroom-based training to early career teachers ( $\$2475$  per teacher  $\times$  20 teachers = \$49,500). Total = \$49,500.

**Training for classroom teachers.** Funds are requested to provide group-based training to classroom teachers ( $\$500$  stipend per trainer  $\times$  12 trainers = \$6000) = Total = \$6000.

**Compensation to early career teachers.** Funds are requested for early career teachers in the experimental condition to be compensated for their time participating in professional development ( $\$200 \times 20$  teachers = \$4000) and (completing research measures ( $\$25 \times 40$  teachers  $\times$  3 time points = \$3000). Total = \$7000

**Compensation to classroom teachers.** Funds are requested for classroom teachers to be compensated for their time completing research measures ( $\$25 \times 204$  teachers  $\times$  3 time points = \$15,300). Total = \$15,300.

**Refreshments for training.** Funds are requested for refreshments for school trainings (6 trainings per school  $\times$  6 schools  $\times$  \$50 = \$1800).

**Year 4 Participant/Trainee Total = \$500 + 49,500 + \$6000 + \$7000 + \$15,300 + \$1800 = \$80,100**

**Total Participant/Trainee Costs for Project: \$95,560**

## Consultants

**1. Advisory Board Members.** Funds are requested in year 1 to hire six experienced educators who have worked in high poverty schools to serve as advisory board members during year 1 of the study. Advisory members will be paid hourly, with scope of work including 3 hours/month x 6 advisory board members = 18 hours x 6 months of web-based feedback on avatars and classrooms = 108 hours.

1 hour month x 6 advisory board members x 6 months of phone calls with PI to provide feedback on the vignettes = 36 hours

4 hours/month x 6 advisory board members = 24 hours x 6 months of web-based feedback on storyboards = 144 hours.

Total hours = 288 x \$50.00/hour. **Total = \$14,400**

**2. Instructional Design Consultant.** Dr. A is an expert in instructional design who will support instructional design of IVT. During year 1 Dr. A will collaborate with Dr. B as he develops the initial set of benchmark tasks to ensure that the sequencing of those tasks are optimal for user performance and support the initial set of learning objectives developed for the training system. During year 2 she will review data from the formative usability evaluation sessions (transcripts, screen captures, video recordings, tracking logs) on a secure server to assess the extent to which the learning objectives were met and the type of errors users made. During year 3, I will continue to monitor IVT tracking logs to assess user experience and performance outcomes. Dr. A will provide 16 hours of consultation during year 1, 48 hours of consultation in year 2, and 16 hours during year 3 (\$125/hr. X 80 hours paid quarterly). **Total: \$10,000.**

**3. Transcribing services.** Funds are requested in year 2 to transcribe the semi-structured interviews for 16 participants (480 minutes X 1.55/minute = \$744 and think aloud data (720 minutes X 1.55/minute = \$1116). **Total = \$1860.**

**Total Consultants for Project: \$26,260**

## Subcontracts

Rutgers is subcontracting with three organizations:

1. University of Illinois at Chicago = \$65,778
2. Florida International University = \$556,665
3. Virginia Tech = \$82,000

**\*Pilot study costs\***

As per RFA guidelines, no more than 35% of funds are being used for the pilot study. The total budget is \$1,497,115 and 31.1% of the budget in the amount of \$464,071 is being used for the pilot study in year 4.