

BUDGET JUSTIFICATION

Key personnel

Roger Zoorob, MD, MPH, FAAFP, Principal Investigator (0.6 Calendar Months, 5% Effort)

Dr. Zoorob is Richard Kleberg Professor and Chair of the department of Family and Community Medicine at Baylor College of Medicine. Dr. Zoorob is an experienced educator, administrator, and investigator. He has served as PI or Investigator of numerous federally funded grant projects, and has a strong record of stewardship with programs involving translational and community based participatory research, training of providers and staff, and garnering support for practice-level change (including EMR integration). His insight and expertise in this arena will be invaluable to this project's primary aims as well as long-term project sustainability when NLM grant funding has ended. Dr. Zoorob will provide overall oversight of the project, and will facilitate efforts to promote sustainable provider buy-in, clinic-level change, and possible adoption of project strategies at other Baylor College of Medicine clinics.

Kiara Spooner, DrPH, MPH, CHES, Co-Principal Investigator, Instructor, Patient Educator (4.2 calendar months, 35% effort)

Fellow, Department of Family and Community Medicine, Baylor College of Medicine. Dr. Spooner is a Certified Health Education Specialist with expertise in health education and maternal/child health. She has experience in the development, implementation and evaluation of health education materials and curricula for a range of topics (e.g., disease prevention, healthy lifestyles) and populations, including adolescents and adults. More specifically, she has provided perinatal patient education to expectant mothers who were current or former substance abusers, with a focus on achieving a healthy pregnancy and abstaining from harmful substance use. She has also instructed nursing and allied health trainees the improvement of health outcomes through development and delivery of effective patient education. Dr. Spooner, with her experience as a Certificate Patient Health Educator and research into patient-provider communication, health-related internet use, and eHealth technologies will oversee the development of educational curricula and print resources, conduct of outreach and educational/training sessions for patients, and coordination of activities with the health sciences library.

Jason Salemi, PhD, MPH, Co-Investigator (Year 1: 0.6 calendar months, 5% Effort; Years 2-3: 1.2 calendar months, 10% Effort), Assistant Professor and epidemiologist in Baylor's Department of Family and Community Medicine, and who has experience creating novel e-Learning and m-Learning modules, will serve as the primary project evaluator and will aid in the development of video-based messaging and training products for patients and providers.

Other project personnel

Matthew Horsfield, MD, Co-Investigator (0.6 calendar months, 5% Effort), Assistant Professor, Board Certified Family Physician, and Senior Medical Informaticist in Baylor's Department of Family and Community Medicine, has experience contributing to other research projects that focus on improving physician usability and patient satisfaction with the EMR. He will use his EMR experience to guide any potential EMR enhancements and ensure that the planned intervention is integrated smoothly into the clinic environment and culture.

TBA, Project Coordinator (Year 1 only, 0.6 calendar months, 5% Effort). The Project Coordinator will assist with startup activities, including the preparation of focus group, key informant interview guides, and training resources, as well as ensuring appropriate administration of focus group incentives that take place exclusively during Year 1.

Fringe

Fringe Benefits: Fringe benefits are specifically identified to each employee and are charged individually as direct costs. Fringe Benefit Rates are annually published by our Finance Department from historical estimates based on staff classification. This method is approved by the cognizant agency that negotiates our rate agreement. An annual cost of living increase of 3% is applied to all personnel salary to compensate for salary and fringe increases.

Consultant (\$14,592 per year of funding (total \$43,776 for 3 years of the project) :

Name: Houston Academy of Medicine-Texas Medical Center Library

Scope of work/description of services: Assist the PI and Co-PI with the development of educational curricula and print resources for patients, conduct of outreach and educational/training sessions for patients and providers, and development of 'LibGuides' – patient-centered guides that compile disparate health information into an attractive and engaging resource – that leverages feedback from the intended population.

- Hourly rate: \$38/hour
- Time worked: 32 hours per month maximum

Non-Personnel Costs

Supplies

Computer Software (\$6,000 total, Years 1-3 only)

All patient focus group and key informant interviews will be transcribed verbatim and transferred into NVivo qualitative software analysis program to assist in the identification of salient themes related to health information access, utilization, and understandability. Video editing software (e.g., Camtasia) will be used to edit audio/visual media advertisements to be played on Health Center video monitors. The total estimated annual cost of the required software is \$2,000 x 3 years = \$6,000.

Desktop Computers (\$3,000 total, Year 1 only)

Three desktop computers will be purchased in Year 1 for use in use in the project's Health Information Resource Center (HIRC). At \$1,000 per computer, the total cost will be \$3,000.

Computer Tablets (\$1,500 total, Year 1 only)

Three computer tablets will be purchased in Year 1 for use in use in the project's Health Information Resource Center (HIRC). At \$500 per tablet, the total cost will be \$1,500.

General Office Supplies (\$10,000 total, Years 1-3)

Office and other basic supplies are estimated based on our previous use and expenses on other similar projects. This includes paper, pens, pencils, envelopes, printer cartridges, stapler, stationery, file folders, and other organizational and storage supplies.

Amount requested in year 1 = \$4,000

Amount requested in year 2 = \$3,000

Amount requested in year 3 = \$3,000

Total cumulative amount requested for general office supplies = \$10,000

Travel (\$10,620 total, for all years)

Travel expenses will include travel to conferences for the PI/Co-PI to disseminate project findings. The travel expenses will include: airfare, hotel, meal per diem and parking/mileage. A total of 2 trips in years 1-3, at a total of \$1,500 per trip, will have an overall expense allowance of \$9,000. Expenses also provide for periodic trips to and from the study clinic site, estimated at \$0.54 per mile for 1,000 miles per year, or \$540 each year for 3 years = \$1,620.

	Year 1	Year 2	Year 3
Conference travel: 2 trips x \$1,500 each	\$3,000	\$3,000	\$3,000
Mileage to/ from for site visit \$0.54/ mile x 1,000 miles/ year	\$540	\$540	\$540
TOTAL per year:	\$3,540	\$3,540	\$3,540

Other Costs

Printing Cost for Resource Materials (\$500 total, Year 1 only)

Multimedia/Video Resource Production (\$1000 total, Year 1 only)

MLK Health Clinic patients will also have access to a variety of high-quality printed, online, and audio/visual health information resource materials and services relevant to their needs. Print materials will be obtained from authoritative sources such as the MedlinePlus, American Diabetes Association, American Heart Association, and Centers for Disease Control and Prevention. In addition to health information resources, we will also provide other supplementary educational resources and brochures which provide guidance on accessing and interpreting health information. These printed resources will be displayed within the HRIC in free-standing literature holders designed to display brochures, handouts, magazines and books. Moreover, we will market the resources verbally via health center staff/providers and project staff, and through signage, and audio/visual media advertisements on Health Center video monitors. The marketing efforts will not only focus on the availability of the resources and services, but will also foster a positive message in support of the benefits of accessing and utilizing quality health information.

Manuscript Publication and Preparation Costs (\$2,000 total, Years 2 and 3 only)

Dissemination of program findings via manuscript incurs fees and preparation costs. At least two articles will be published during years 2-3, with an estimated cost of up to \$1,000 each.

Focus Group Participant Incentives (\$1,000 total, Year 1 only)

As compensation for engaging in focus groups during Year 1, participants will receive a modest stipend of \$20 each. With an anticipated 50 total participants across all focus groups, the total cost is 50 participants x \$20 each = \$1,000.

Data Management Sharing Plan Justification-if you are not requesting funds please state that here.
If you are requesting funds

Excerpted/adapted from COGR's Project-Based and Institutional Cost Considerations: Budgeting & Costing Chap. 4.

When developing your budget, some potential questions include:

- Is there a deposit fee for any of the repositories you plan to use?
- Will you need dedicated personnel time to support data management and sharing activities to meet repository requirements? If not personnel time, will you need to engage the services of a core or vendor to complete tasks such as the following:
 - o Data curation?
 - o Developing supporting documentation?
 - o Formatting data according to accepted community standards or for transmission and storage at a selected repository?
 - o Preparing metadata?
 - o De-identifying data (including data that may require more expensive methodologies to satisfy de-identification requirements for NIH)? Institutions with units dedicated to de-identification may want to leverage these groups and obtain cost estimates when developing budgets.
- Where are you planning to store the data while the project is active? Is there an associated fee?
- Is there a fee associated with any tools or software you plan to use to collect or analyze the data?

Indirect Costs:

Indirect Costs: Indirect costs at Baylor College of Medicine (BCM) are calculated at a combined rate with our affiliated hospital, Texas Children's Hospital (TCH). BCM faculty working at affiliated hospital (TCH) utilize an affiliate rate negotiated agreement from DHHS. Administrative tasks handled at BCM have a rate agreement of 60% (on campus). Any work performed at affiliated hospital (TCH) such as research, has a combined rate of **BCM off campus (26%) + TCH research affiliate rate (34.5%)** for grand total of **60.5%**.

MTDC includes Total Direct Costs minus equipment, capital expenditures, charges for patient care, rental costs, tuition reimbursement, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.