

BUDGET COSTS

The following proposed PPI budget template is a reminder of the types of costs that often occur for PPI activities. Some may not be relevant to your project. There may be other costs which are not included here. This is to remind you to consider costs that may be relevant to you. Your final budget may not be so detailed, e.g. many activity costs may be aggregated into Travel and Accommodation.

Budget Item	Per item cost	Total Cost
PERSONNEL		
PPI specific team member	€ per day	
PPI Office support time	€ per day + prep time	
External facilitator	€ per day + prep time	
NGO facilitator	€ per day + prep time	
ACTIVITY COSTS (including induction and training)		
Room hire for activities	€ per event	
Tea / Coffee	€ per PPI contributor + other attendees	
Lunch	€ per PPI contributor + other attendees	
Train, Bus, Taxi per event	€ to and from	
Mileage (if permissible)	€ per km	
Overnights (if required)	€ bed-night + breakfast	
Stationery, materials	€ per event	
Data Costs (for online contributors)	€ per hour	
Fees for Conference or Event attendance	€ per Contributor per event	
CONTRIBUTOR ACKNOWLEDGEMENT		
PPI Contributor payment (if permissible)	€ per day per contributor	
PPI honorarium	€ per contributor	
ACCESSIBILITY COSTS		
Sign Language Interpreter	€ per event	
Assistive technology hire	€ per Contributor per event	
Braille material	€ per Contributor per event	
Audio material	€ per Contributor per event	
RECRUITMENT COSTS		
Advertisements	€ per run of ad	

Remember to always contact your Research Projects Officer before completing any budgets; they will remind you about overheads, VAT issues, staffing costs, what costs are allowable by a funder and any other budget issues you need to consider.

