MiM Budget Guidelines

The maximum budget allowed for all MiM projects is $4,500, which is divided into budget categories (see below). Your application must include an estimated budget for data collection, statistical support, patient participation, travel to a scientific meeting to present your research, international travel to conduct your research, and other supplies. All budget items in your estimate must include a justification. Expenses not identified in your approved budget will not be paid or reimbursed without prior authorization. Additional details will be provided in the MiM Handbook after your proposal is approved and funded.

- Please see and use the attached template for your budget
- All budget line items must include a short justification
  - One or two sentences explaining why that item is needed
  - See Budget Examples for guidance
- All budget items must be separated into the following categories:
  - **Patient**
    - Items used on/by patients
    - Examples include swabs, gift cards, printed surveys, etc.
  - **Lab**
    - Items used in the lab, lab usage fees, supplies for processing samples, etc.
    - Examples include reagents, tubes, filters, etc.
  - **Hardware**
    - Items used for data storage, analysis, or processing
    - In general, laptops, desktops, and tablets are not allowed
    - Examples include encrypted USB flash drives, Flow Cytometer fees, heart monitors, etc.
  - **Software**
    - Items used on a computer as a part of the project
    - We have software licensing agreements with the university and can get most software at a discounted rate. Please contact the MiM Program Administrator for software pricing details.
    - Examples include SPSS, Endnote, Adobe, etc.
  - **Statistics**
    - Items used for statistical support for your project
    - Total budget for Statistics may not exceed 45% of your total budget, and not to exceed 20 hours of total statistician time.
    - Examples include statistician fees, database usage fees, analysis fees, etc.
  - **Meeting**
    - Items used to attend domestic meetings or conferences related to your project
    - For food during travel for a meeting, you are allowed up to $50 per day. You must submit original itemized receipts in order to be reimbursed. No alcohol will be reimbursed.
    - If a rental car is needed, you need to get approval beforehand in order to be reimbursed.
    - We are not able to reimburse for international meeting expenses.
    - Expenses related to one meeting per project can be included in the budget; at this time we are unable to fund travel to multiple meetings.

- Examples include airfare, hotels, registration, food, etc.
  - o **Presentation**
    - Items used to present your results
    - As of 2/5/15, we have an agreement with the University for poster printing at $50 per poster. See Appendix C of the MiM Handbook for poster printing details, or contact the MiM Program Administrator with questions.
    - Examples include poster printing costs, supplies for creation of manuscript, etc.
  - o **Other**
    - Items that do not fall into any of the other categories
    - Clinical textbooks, in general, are not reimbursable expenses. However, some reasonably priced educational material to directly support your work may be considered.
    - Examples include travel costs for MIM-I not related to presenting your findings, unique project supplies, etc.
- All budget items must be separated into individual components
  - o For example, if you are requesting funds for travel to a conference or meeting, you must have separate line items for flights, hotels, registration, etc. (and each line item must include a simple justification)

Budgets will be awarded based on the above budget categories. Any expenses on your project are based on the categories. You do not have a "general" MiM account; your total amount awarded is divided into specific categories and that is how you will be able to use your funds.

Please see the MiM Handbook for details regarding reimbursements, reallocation requests and additional details.

If you have any questions, please contact Kirsten Jones at k.jones@wustl.edu or mim@dom.wustl.edu, and the MiM Program Coordinator will be happy to help.