

Instructions

The CHEST Foundation requires this mandatory budget document in order to consider your grant application. Filling out this form is a 2 step process. Please review the instructions prior to completing the form. All costs must be justified with their calculations on the Budget Summary tab.

Step 1: Budget Template Tab

Fill out only the year(s) associated with the grant you are applying for.

All costs associated with the proposed project must be listed on this tab.

Applications must list the full project budget and then include amount requested as support from the foundation. Not all projects will request the full budget amount from the foundation.

If you are receiving other financial support for this program, from any other sources including matching amounts from your institution, you must include the amount you are receiving. You must also include the signed agreement for this funding proving you are receiving it in the attached document section of the grant portal.

If you have not confirmed other financial support for this program but have pending grant applications, you must include the amounts you expect to receive if approved.

You may include other direct expense areas not listed on the budget.

Starting on Line #25, which says 'Other-Specify in Justification,' you may include other line items not currently listed. Include detailed comments as to what these items are on the Budget Summary page.

Not all line items will be used. Those not used may remain blank.

Only include salary amounts for time spent on the project being proposed.

Step 2: Budget Summary Tab

All costs from the Budget Template column I will carry over and automatically populate in Budget Summary column B.

Each used line item must have a justification and a calculation of how the amount was derived.

The 'Total Other Support' must equal the remaining balance of funds not covered by the CHEST Foundation grant request. This total is calculated for the applicant under 'Amount of Other Support.' Budgets justifications must include how the funds will be used and how they will cover the costs not covered by the CHEST Foundation grant.

What can and cannot be supported?

Can be supported

Salaries for staff directly contributing to the program:

- Principle Investigator
- Technical Personnel
- Administration Assistance
- Undergraduate Support
- Temporary Staff Support

Other costs directly related to implementing the program:

- Purchase of supplies - Medication, Disposables, etc.
- Production costs
- Consultants or Contractual workers
- General office supplies
- Program materials for expanding outreach or development
- Patient incentives

Cannot be supported

Food

Travel

- To or from conferences
- To or from CHEST annual meeting
- To or from site of proposed program

Lodging

Honoraria

Capital Campaigns

Infrastructure Costs

Construction

Expansion

Modification of Facility

Facility Equipment

Program Equipment

Furniture

Reimbursement for 3rd Party Funding

Overhead Fees Charged by Institution/Organization for Grant Related Management or Expenses

Any indirect costs

Budget Template

Salary costs must be related to this program's efforts only. The CHEST Foundation does not cover indirect costs. Any fees charged by your institution or organization for processing, managing, or submitting the grant/application are also not covered by the CHEST Foundation. All expenses must be direct expenses related to the project you are submitting for consideration.

.....Use Appropriate Grant Years.....

	Year 1		Year 2 (If Applicable)		Year 3 (If Applicable)		Total	
	Overall Total Program Budget	Requesting from CHEST Foundation	Overall Total Program Budget	Requesting from CHEST Foundation	Overall Total Program Budget	Requesting from CHEST Foundation	Overall Total Program Budget	Requesting from CHEST Foundation
Personnel (Salary, Fringe, Hourly, or Temp Staff)								
PI Salary							\$ -	\$ -
Technical Personnel Support	\$ 1,500.00	\$ 1,500.00					\$ 1,500.00	\$ 1,500.00
Aministrative Assistance Support							\$ -	\$ -
Undergraduate Support							\$ -	\$ -
Temp Staff Support							\$ -	\$ -
<i>Personnel Total</i>	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
Other Direct Costs								
Program Supplies (Medications, Disposables, Etc.)	\$ 3,400.00	\$ 3,400.00					\$ 3,400.00	\$ 3,400.00
Program Materials							\$ -	\$ -
Office Supplies							\$ -	\$ -
Health Education Materials							\$ -	\$ -
Consultant or Contractual							\$ -	\$ -
Lab Fees							\$ -	\$ -
Graphic Design							\$ -	\$ -
Production Fees							\$ -	\$ -
Postage, Shipping							\$ -	\$ -
Printing, Publications, Copying							\$ -	\$ -
Patient Incentives							\$ -	\$ -
Other-Specify In Justification - #1	\$ 2,400.00	\$ 2,400.00					\$ 2,400.00	\$ 2,400.00
Other-Specify In Justification - #2	\$ 3,565.00	\$ 3,565.00					\$ 3,565.00	\$ 3,565.00
Other-Specify In Justification - #3	\$ 265.00	\$ 265.00					\$ 265.00	\$ 265.00
Other-Specify In Justification - #4	\$ 110.00	\$ 110.00					\$ 110.00	\$ 110.00
Other-Specify In Justification - #5	\$ 700.00	\$ 700.00					\$ 700.00	\$ 700.00
Other-Specify In Justification - #6							\$ -	\$ -
Other-Specify In Justification - #7							\$ -	\$ -
Other-Specify In Justification - #8							\$ -	\$ -
Other-Specify In Justification - #9							\$ -	\$ -
Other-Specify In Justification - #10							\$ -	\$ -
<i>Other Direct Costs Total</i>	\$ 10,440.00	\$ 10,440.00	\$ -	\$ -	\$ -	\$ -	\$ 10,440.00	\$ 10,440.00
Indirect Costs Not To Be Covered by Grant		\$ -		\$ -		\$ -	\$ -	\$ -
Total Program Costs	\$ 11,940.00	\$ 11,940.00	\$ -	\$ -	\$ -	\$ -	\$ 11,940.00	\$ 11,940.00

Budget Summary

Provide justification and calculations of each line item budget cost.

	Project Totals	Budget Justifications and Calculations
Personnel		
PI Salary	\$ -	
Technical Personnel Support	\$ 1,500.00	The project will pay Asthma Educator consultant, which is \$300 per program offered at five schools. \$300 x 5 = \$1500
Administrative Assistance Support	\$ -	
Undergraduate Support	\$ -	
Temp Staff Support	\$ -	
Personnel Total	\$ 1,500.00	
Other Direct Costs		
Program Supplies (Medications, Disposables, Etc.)	\$ 3,400.00	(\$425 per box of 25) Need 5 boxes of Spacers
Program Materials	\$ -	
Office Supplies	\$ -	
Health Education Materials	\$ -	
Consultant or Contractual	\$ -	
Lab Fees	\$ -	
Graphic Design	\$ -	
Production Fees	\$ -	
Postage, Shipping	\$ -	
Printing, Publications, Copying	\$ -	
Patient Incentives	\$ -	
Other-Specify In Justification - #1	\$ 2,400.00	(\$120 per box of 10) Need 20 boxes of Peak flow Meters Test Kit - The device will be used to determine asthma control. This device allows the Respiratory Therapist to measure the FeNO and to share the result with the student and family to take to the health care physician. These results in turn are used to make changes to the asthma disease management plan. This kit includes the unit, test kit, adapter, manual, USB Cable, USB drive with visual Incentive, NO scrubber, and QC Plug. The url to view the video and obtain information about this device are located at [website]
Other-Specify In Justification - #2	\$ 3,565.00	Training Kit - will be used to ensure the student is able to generate the correct inspiratory flow rate to properly use the metered dose and dry powered inhalers. This is extremely important for medication deposition into the lungs. The device is sold separately from each of the adapters that simulate the metered dose and dry powdered inhaler. The price includes the device, mouthpieces, and 3 adapters for the dry powder and metered dose inhaler.
Other-Specify In Justification - #3	\$ 265.00	Video Camera - will be used to record the asthma education activities associated with the education stations so that we can document the project as a replicable model for other elementary school-based asthma education programs.
Other-Specify In Justification - #4	\$ 110.00	Fun Food Learning Activity - the learning activities include corn syrup and gelatin for creating pretend mucus to be used to demonstrate how this affects the airway. Packing peanuts, spray bottles, and rubber bands are used to demonstrate the constriction of the airway as it applies to asthma. There is a learning activity using food to reinforce the concepts of asthma. This includes tortillas, turkey, lettuce, and string cheese – these food items will be used to demonstrate an airway and how asthma affects the airway. The tortilla will be the airway, turkey will be a mucus plug, lettuce will be inflammation, and cheese will be used to demonstrate the tightening of the airway by tying it around the tortilla. The tunnel, jump ropes, and plastic balls are used to simulate the asthma airway to reinforce the knowledge learned in the interactive stations.
Other-Specify In Justification - #5	\$ 700.00	
Other-Specify In Justification - #6	\$ -	
Other-Specify In Justification - #7	\$ -	
Other-Specify In Justification - #8	\$ -	
Other-Specify In Justification - #9	\$ -	
Other-Specify In Justification - #10	\$ -	
Other Direct Costs Total	\$ 10,440.00	
Total CHEST Foundation Request for Support	\$ 11,940.00	

List all other funding sources both Pending and Approved for this project - If funding has been approved or is being matched by your institution/organization, please provide the signed agreement as an attached document via the grant portal. All matched amounts must be confirmed prior to the foundation conferring any grants. Include whether pending or confirmed support is for individual years or multi-years. Include in the explanation how the funding requested will be used to support your project's progress and proposed outcomes and how the funding use will differ or complement that of the CHEST Foundation proposed funding.

Overall Program Costs	\$ 11,940.00	
Total CHEST Foundation Request for Support	\$ 11,940.00	
Amount of Other Support	\$ -	

Institution/Organization Matched Amount		
Total Other Support	\$ -	This amount must equal "Amount of Other Support" (Line 46 must equal Line 39)