

THE YVONNE L. MUNN CENTER FOR NURSING RESEARCH

FREQUENTLY ASKED QUESTIONS

Grants Manager:

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Munn Center Contact:

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Purpose

This document provides an important resource for individuals and teams who are interested in submitting a proposal for any of the [Munn Center funding opportunities](#). This document focuses primarily on budget related questions, but also includes suggested timelines and additional resources. **Remember, it is critical that the primary focus of the budget is to provide support for the cost of materials, supplies, and other means necessary to execute your study in a rigorous and ethical manner.**

Budget Process

When should I begin developing my budget?

It is important to keep in mind that you will need approval from the Munn Center Grants Manager (Erik Weigand – eweigand@partners.org) prior to submitting your final proposal. An initial meeting should take place at least 14 days prior to the internal deadline for your funding application, and signoff is mandatory. Erik's office is not on the MGH Main Campus, but he hosts office hours routinely at the Munn Center which is located at 125 Nashua Street. He is able to meet in person or by phone. Please reach out to MunnCenter@partners.org or by phone: 617-643-0431 to set up a time to speak with Erik.

Is there a budget template that I should be using to submit with my final proposal?

Yes. Budget templates are located in the call for applications on the Munn Center website. Please email MunnCenter@partners.org or call 617-643-0431 if you cannot locate the budget template

Is the budget I create with Erik “final” and approved if the grant is awarded?

Erik grants *preliminary* approval of study budgets for application submission. The Grant Review Committee grants *final budget* approval during the grant review process. Your preliminary budget may need to be adapted based on the reviewers' comments, prior to study implementation.

Study Related Supplies (iPads, costs of lab tests, laptops, other equipment)

What supplies should be considered for my project?

Each study is unique, and therefore, the need for study-related costs may vary from study to study. When meeting with Erik to establish your budget, it is essential to discuss all

potential supplies/equipment that may be needed to execute your study. If you include in your budget, please include a strong scientific explanation in your budget justification.

MGH has specific vendors and procedures. Erik (eweigand@partners.org) can help direct you to MGH policies and pricing lists relevant to your study needs. Failure to follow MGH purchasing policies may affect our ability to reimburse you for out-of-pocket or unauthorized study purchases.

IRB Consultation

Are there any resources available to help me navigate the IRB process?

Yes, you can reach out to Meghan Feldpausch (MFELDPAUSCH@mgh.harvard.edu) for assistance. For budgeting purposes, her hourly rate (subject to change) is \$150 / Hour. Please include a line item in your budget if you anticipate assistance with navigating the IRB process. Please note Meghan does not write IRB proposals or documents; she provides helpful guidance.

Recruitment Activities

How much of my budget can be used for recruitment activities, and what does this include?

Up to 20% of your budget can be used for recruitment activities. This can include subject remuneration (see below) as well as lunch and learn events. If you are interested in hosting a lunch and learn, you should plan to spend no more than \$10 per person for the meal provided. If you have any questions, please contact Erik Weigand (eweigand@partners.org), the grants manager.

Subject Remuneration

Can my budget include subject remuneration (i.e., gift cards, transportation support)?

Yes. Erik can provide you with guidance on how to write subject remuneration into your budget, and what fees are permissible. If the grant is awarded with this cost included, please consult with Erik prior to purchasing gift cards; failure to follow established purchasing policies will prevent reimbursement for these expenses. The IRB can offer you guidance on what is a reasonable remuneration amount for study subjects based on the procedures contained in your study protocol; please contact them directly to inquire. All subject remuneration has to be IRB approved, but generally, any amount between \$10-\$25 is considered non-coercive for most studies.

Study Staff Time and Clinical Research Coordinators

Can I include a time buyout for myself or a member of my study team?

No. If you would like additional assistance with your study, it is permissible to budget for a clinical research coordinator or project manager into your budget. Many researchers find that these staff can be very useful to you in the conduct of your study (see below).

If you would like to hire a Clinical Research Coordinator or Project Manager, please refer to the services and fees section of the MGH Division of Clinical Research (DCR) and follow the instructions for accessing project management services: [Division of Clinical Research - Services Fees](#). Erik can also review this process with you when you meet.

Helpful Hint: To include these personnel in your budget, Grantees should: (1) calculate the rate at the highest level of \$50 to cover all scenarios in your grant proposal or (2) start the process VERY EARLY and with a complete study protocol and timelines – the DCR needs to have a very good idea of the number of hours needed, the time frames, and the duration of help required.

Here are the average costs: (rates subject to change)

Clinical Research Coordinator (CRC 1) ~\$33/hr.

Clinical Research Coordinator (CRC 2) ~\$36/hr.

Project manager ~\$150/hr.

I would like to utilize the Translational and Clinical Research Center (TCRC; White 12) to conduct my study. Is this possible?

This is not currently possible. Further discussion with the Munn Center staff may clarify the need for this resource.

Data Collection

What data collection resources can I use for inputting data for my study?

RedCAP is a free resource and available for MGH investigators. Please visit this link, [Data Collection](#), for more information on RedCAP. Information on RedCAP training is available here: [REDCap Training](#)

Note: Although training is available and encouraged, if you decide that you may not have the time or are not interested in learning this system, you should consider budgeting for a CRC or project manager to take on this role if applicable to your project.

Is there a recommended platform to use for data collection?

We strongly recommend that investigators use REDCap for any data collection effort, even for studies where collecting data in Excel would seem reasonable. It is easy to create a REDCap database, and the hospital offers training and lots of support. More information on REDCap can be found here: [Research Apps & Services - REDCap](#)

Is there anyone who can help me design and build a database?

The MGH Biostatistics core can assist with this process. They can help with creating and building databases, analyzing the database before data collection, data collection, and data analysis. You can reach out via email to Nora Horick, MGH Biostatistics (NHORICK@mgh.harvard.edu), for more information on how they can help.

The hourly rate for database creation through the Biostatistics Core for statistical support from a staff statistician (subject to change) is \$130/hour. If a faculty statistician is needed, the rate is \$200/hour. Please include these services as a line item in your budget if you wish to use them.

Can I utilize SPSS or SAS statistical packages for my analysis?

Yes, an overview of research apps and data services available to MGH employees is available at: [Research Apps & Services](#)

One of the benefits of REDCap is that all the data you collect using the software can be exported in a wide variety of formats so that they are readily usable in standard statistical software programs including SAS, SPSS, and R, as well as Excel for basic summaries.

Data Analysis: Transcriptionist & Statistician

Can I budget for a transcriptionist to assist with my study?

Yes, a transcriptionist can be a great resource. Other investigators have used [Transcribe me](#) or [Rev.com](#). Please visit these sites for more information and include the anticipated number of hours and itemized cost in your budget.

If you would like to inquire about an independent transcriptionist, please consult with the Grants Manager (eweigand@partners.org)

Can I budget for qualitative software such as NVIVO or ATLAS?

Most qualitative experts do not recommend the use of this software. If you opt to do this, it is an allowable expense; however, you or someone on your team must have the expertise to use the software as there is no available resource to assist with this at MGH.

I would like to include qualitative analysis; where do I start?

Great! You can begin by reaching out to the Munn Center to discuss your project and needs in more detail.

Can I budget for a statistician to assist with the quantitative analysis of my study?

All MGH investigators have access to 4-6 hours of free statistical consultation offered through the MGH Division of Clinical Research. These consultations are intended to help investigators with the statistical aspects of study design or to provide guidance on developing or implementing a statistical analysis plan.

****Please Note: The free consultations provide support for your proposal's statistical analysis plan- while you are writing your proposal prior to submission and are not intended for data analysis.*

If you wish to utilize a statistician for quantitative analysis AFTER you complete your study—

- It is important to meet with the statistician DURING Proposal development as stated above to develop a statistical analysis plan for your study free of cost.
- When you are ready to analyze your data at the end of your study, you will reconnect with the statistician you worked with during proposal development to conduct the analysis.
- The hourly rate for statistical support through the Biostatistics Core for statistical support from a staff statistician (subject to change) is \$130/hour. If a faculty statistician is needed, the rate is \$200/hour (subject to change). Please include the number of anticipated hours you will need and associated hourly cost as a line item in your budget.

You can reach out via email to Nora Horick, MHG Biostatistics (NHORICK@mgh.harvard.edu), to schedule a consultation.

Dissemination Costs

What can dissemination costs include?

Dissemination costs include fees for poster design and printing, fees for open access, and, depending on the journal, sometimes fees for publication or printing figures or images in color. It is important to budget for these dissemination costs in your budget. See the item above for budgeting for conference attendance. Approval from the Munn Center must be obtained prior to publishing open access. Shawn can help you determine the amount to add as a line item to your budget.

I would like to present my research findings at a conference. Can my budget include funds for this?

Yes, an awardee (the principal project investigator) may use a portion of the funds for dissemination costs if their research is accepted as a **poster** or **oral presentation** at a domestic conference (i.e., within the United States). Conference registration and poster printing fees (but not transportation, meals, or lodging expenses) may be requested, up to 20% of the total budget.