## Summary of how funds were spent

In our original proposal we budgeted $2,007 for an in-person training event. With the switch to remote work, we altered our budget to commit $2,500 to pay honoraria of $500 each to librarians from across the country to do an in-depth review of the toolkit.

The review was followed by a recorded Zoom interview in which received feedback, comments, and suggestions. In the end, we recruited six librarians for the review, increasing this line item to $3000.

Fortunately, we hired a Northwestern Libraries colleague to complete the accessibility audit for $1000, which was much less expensive than hiring a specialized company.

In the end, $441.26 was left unspent due to unforeseen student employee scheduling issues.

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| Item | Description | Cost |
| Research and Development Assistant | Research and test software for possible inclusion in the toolkit | $1,639.62 |
| Instructional Design and Communication Assistant | Assist in the creation of user-facing documentation, tutorials, and guides | $3,279.25 |
| Document Production Assistant | Assist with PDF, HTML, EPUB, and DOCX templating | $1,639.63 |
| Employee Fringe Benefits | Standard benefits paid to graduate student employees | $67.00 |
| Accessibility Audit | Specialist to provide an accessibility audit on sample output files | $1,000.00 |
| Graphic Design services | To develop a logo for the completed project website | $500.00 |
| Librarian Review Panel | Six librarians selected to review and provide feedback on an pre-release version of the tookit | $3,000.00 |
| **TOTAL SPENT** |  | **($11,125.50)** |
| TOTAL AWARDED |  | $11,566.76 |
| REMAINDER |  | 441.26 |