

Budgeting, Materials, & Resources

RIFA Short Course
May 5th, 2018



Budgets - Why do I need to do this?

- Sets priorities - what *MUST* be done with available funds
- Find gaps between current funding and anticipated expenditures
- Helps you apply for additional funding
 - Blum, Jastro, etc.
- Major costs underestimated or omitted = incomplete budget
 - Better to overestimate costs
- Sets your obligation to host - what you *CAN* do given time and funding












How do I make a complete budget?







- Go through each step of your work plan/Gantt chart
- Estimate costs: Labor, materials, cost of living, transportation
- Think about in-kind costs (labor, office space, etc.)
- Overestimate unknown costs
 - Unforeseen expenses will occur- Motorbike repair, medical care, extortion
- Contact organization for cost information
- Ask past fellows working in the country

[illegible]

Cost of Living

- Housing
 - Organization & PI
 - [Airbnb.com](https://www.airbnb.com)
 - [Hotels.com](https://www.hotels.com)
- Food
- Personal Care Products

Markets	[Edit]	
Milk (regular), (1 gallon)	7.51 \$	5.68  9.46
Loaf of Fresh White Bread (1 lb)	1.11 \$	0.73  1.36
Rice (white), (1 lb)	0.37 \$	0.27  0.68
Eggs (regular) (12)	1.58 \$	1.25  2.00
Local Cheese (1 lb)	6.05 \$	4.54  9.07
Chicken Breasts (Boneless, Skinless), (1 lb)	1.86 \$	1.13  2.72
Beef Round (1 lb) (or Equivalent Back Leg Red Meat)	4.18 \$	2.27  5.90
Apples (1 lb)	1.40 \$	0.91  2.27
Banana (1 lb)	0.50 \$	0.23  0.91
Oranges (1 lb)	1.30 \$	0.91  1.81
Tomato (1 lb)	0.47 \$	0.34  0.79

Personal Care		[Edit]
	Cold medicine for 6 days (Tylenol, Frenadol, Coldrex, or equivalent brands)	9,239 Riels
	1 box of antibiotics (12 doses)	23,641 Riels
	Short visit to private Doctor (15 minutes)	169,000 Riels
	1 box of 32 tampons (Tampax, OB, ...)	14,788 Riels
	Deodorant, roll-on (50ml ~ 1.5 oz.)	13,217 Riels
	Hair shampoo 2-in-1 (400 ml ~ 12 oz.)	14,541 Riels

Labor

- Talk to Organization or PI about appropriate pay ranges
- Translation
 - Local staff
 - Undergraduates
- Transcription
 - Local staff
 - Online Transcription Services
- Lab tests
- Field assistants

Transportation

- International
 - [Kayak.com](https://www.kayak.com)
 - [Google Flight Matrix](https://www.google.com/flights/matrix)
- Regional (vans, buses)
- To-from fieldwork
- To-from office (taxis, uber, tuk-tuk, motorbike rental, etc.)
- Drivers



Equipment

- Video/audio Recorders
- Laptop, tablet
- Test materials
- Printing costs
- Research materials (posters, tape, etc.)
- Cell phones & SIM card



Incidentals

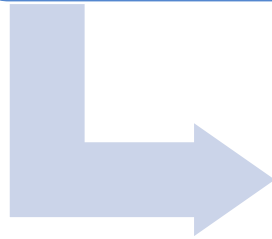
- Interviewee payments
 - Local staff
 - Gifts or cash (comparable to opportunity cost)
- Extra travel
 - Conferences
 - Workshops
- Payment for assistance



Materials

What are you bringing with you?

- Will you run out of it?
- Is it extremely valuable to you?



What do you need to purchase beforehand?

- Does your host organization have this already?
- Do friends/past fellows have this?



What do you need to purchase there?

- Is it available?
- If not, can it be sent to you?
- How much does it cost?

Common Items

- Technology: computers/laptop, recorders, tablet, chargers, adapters, camera
- Office supplies: Notebooks, pens, clipboards, printing access, receipt book
- Communication: cell phone, SIM card, WhatsApp, Roaming
 - Owning vs. payment plans for your phone
- Travel: visas, headshots, travel documents, copies of info, collection permits, updated passport
 - Visa lengths



Expenses		Estimated Cost (USD)	Quantity	Cost (USD)	Funding Source
Travel and transportation	Roundtrip airfare from San Francisco, US to Hanoi, Vietnam	2000		2000	RIFA
	Train - Hanoi to Dong Hoi (2)	included in 2000			
	Motorbike/bus from Hanoi lodging to CIAT headquarters	included in 2000			
	Motorbike/bus from Dong Hoi to field sites	included in 2000			
Subsistence	Meals and lodging for 3 months	1000	3	3000	RIFA
Supplies	Sony digital recorder	100	1	100	JASTRO
	Health insurance (UC SHIP)	0		0	
	Cell phone and SIM card	30	1	30	JASTRO
	Three month multiple-entry business visa	160	1	160	JASTRO
	Nvivo Qualitative Data Software (Student 1 year license)	75	1	75	JASTRO
	Printed materials - consent forms, interview templates, etc.	100	1	100	CIAT
	Office space - Hanoi				CIAT

Item	Justification	Unit Cost (USD)	Quantity	Estimated Cost (USD)
Roundtrip Airfare Ticket to Bogota, Columbia	Travel required for proposed work with Colombian farmers	800.00	1	800.00
Fuel for Transportation to Interview Farmers from Local Experiment Station (assumes 50 km average trip distance, ~ \$1 per liter of fuel, and ~ 20 miles per gallon (8.5 km per liter)	Travel to individual farmer's fields in order to conduct research and extension activities to fully involve them as a major stakeholder	6.00	50	300.00
Printed Materials for Farmer data collection (assumes ~ \$1 per farmer)	Data sheets and materials needed to record fuel costs, fuel use, and rice prices	1.00	50	50.00
Transporation to and from Local Experiment Station and to and from CIAT headquarters	Travel between main rice growing regions, CIAT headquarters, and airport	40.00	3	120.00
Lodging in Bogota, Columbia (arrival and departure)	Brief stay in capital to make arrangements after arrival and before departure	40.00	4	160.00
Lodging in Cali, Columbia (while working with CIAT)	Two-week stay in Cali to work with collaborators at CIAT headquarters	30.00	14	420.00
		Blum Center	Total	1850.00

Graduate Student (Principal Researcher) Monthly Stipend	Maintenance costs for meals / incidentals and financial obligations in the U.S.	1000.00	6	6000.00
Travel and Transportation Costs	Airfare and domestic travel in order to conduct agronomic and environmental field experiments on AWD	2000.00	1	2000.00
		RIFA	Total	8000.00

Research Equipment and Supplies	Seeds, fertilizer, flux chambers, glass vials, gas chromatograph, etc.	1000.00	1	1000.00
Lodging at Experimental Station in Tolima, Saldana	Lodging during field experiment duration	10.00	160	1600.00
		CIAT In-Kind	Total	2600.00

Item	Total Cost	RIFA	Blum	Jastro
Health Insurance	253.8	253.8		
Health Services		305.25		
Room and Board				
Food	1685	574.41	1230.59	
Housing	1263.64	415.67	888.97	
Laundry	5	5		
Travel to/from Airport				
Davis to SFO	42.87	42.87		
New York to Philly	39	39		
Flights				
SFO to PP	447.1		447.1	
BKK to Philly	710	710		
Philly to Sacramento	198.3	198.3		
Translator				
Translator in Kandal	125		125	
Translator in Battambang	500	500		
Document Translation	60	28.91	21.09	
In-Country Travel				
Bus to Vietnam	12.89	12.89		
Bus Kampot-PP	11			11
Airport-PP	20		20	
Mr. Tou- Transportation to RUA	295.5		295.5	
Phenom Penh to Kandal	200		200	
Bus PP to Battambang	12	12		
Motorbike	210	210		
BB to Tasey and Anlongrun	471	471		
Battambang to Phenom Penh	10	10		
PP to Takeo	50	50		
Visa				
Visa Applications	111		111	
Headshots for Visas	28.09	28.09		
Supplies				
Supplies from IBC	15.75		15.75	
Voice Recorder	34.77			34.77
Adapters	16.98			16.98
External Hard drive	54.99			54.99
Phrasebook	7.87			7.87
Printing Supplies Vann Sophea Printing House	140		140	
Gifts for Farmers	130	130		
Printing in Battambang	5		5	
Camera and Equipment	100			100
Total	7250.8	3997.19	3500	225.61

Budgeting Tips

- Start with Fixed Costs
 - Health Insurance
 - Airfare
 - Necessary equipment and materials
- Assess Available Funds
- Add Expenses to Budget Regularly
- Keep Track of Receipts
 - Buy Receipt Book
- ~~Treat. Yo. Self.~~

