

## From 2016 NIH Guide

A modular budget justification should include:

- *Personnel Justification:* The Personnel Justification should include the name, role, and number of person-months devoted to this project for every person on the project. Do not include salary and fringe benefit rate in the justification, but keep in mind the legislatively mandated [salary cap](#) when calculating your budget. [When preparing a modular budget, you are instructed to use the current cap when determining the appropriate number of modules.]

## *Personnel*

**Dr. Very Smart, PhD, MPH, Principal Investigator** (effort = 3.0 academic and 1.0 summer months in Years 1 and 2) will be responsible for the overall administration and direction of the project. She will be responsible for the day-to-day management of the research project for the entire study period, including all aspects of the project design, implementation, and analyses. She will supervise the graduate student researcher involved in the project, be responsible for facilitating meetings between co-investigators as well as communication of project goals, and serve as the primary contact person for survey administration services. Dr. Smart will also take the lead on data cleaning and analyses for manuscript preparations.

**Dr. Brilliant, PhD, Co-Investigator** (effort = 1.8 calendar months in Years 1 and 2) will be closely involved in the design, implementation, and analyses of the proposed project. She will assist in the development of the phone survey tool, as well as the data management and analyses of the resulting data. She will assist in the modification of the campus tobacco policy rating tool and resulting data analyses. She will also assist in the facilitation of focus group administration and interpretation of resulting data. She will be involved in the preparation of manuscripts for publication.

**Dr. Bright, PhD, Co-Investigator** (effort = 1.2 calendar months in Years 1 and 2) will assist in the design, implementation, and analyses of the proposed project. She will assist in the development of the phone survey tool and management of survey data collection and analyses. She will review the modified campus tobacco policy rating tool and assist in the assessment for content validation with expert reviewers. Dr. Bright will assist with the interpretation of focus group data. She will be involved in the preparation of manuscripts for publication.

**Kermit T. Frog, PhD, Consultant**, will provide consultation on the study design as well as the development of the survey instrument for administrators. He will review the tobacco policy rating tool and provide additional modifications, as appropriate. HE will provide input on the development of focus group survey questions. Dr. Frog will be involved in the preparation of manuscripts for publication, as appropriate.

**TBN Graduate Research Assistant** (effort = 6.0 calendar months in Years 1 and 2) will provide support and assistance in the design, implementation, and analyses of the project. This person will assist in the development of survey tools, providing consultation with the phone survey provider, and attend project meetings as necessary. The GRA will take the lead on the construction of a policy database for the categorization of written campus policies, assist in data entry for campus tobacco policy ratings, and assess campus tobacco policy ratings as necessary. The GRA will assist in the logistic support for focus group planning and coordination, provide field notes during focus group sessions, and assist in the thematic analyses of resulting data. This person will assist in the preparation of manuscripts for publication, as appropriate.