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The U.S. Government's Global Hunger & Food Security Initiative

Timeline and Budget Development in Nepal

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DEVELOPING YOUR RESEARCH PROTOCOL REQUIRES TIMELINE AND BUDGET CONSIDERATIONS FROM THE START OF THE PROCESS

Whether applying for a call for research proposals or planning to seek funders, researchers need to consider:

- the sources of the funds
- the funder's budget requirements
- the funder's guidelines for the application



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CAREFULLY REVIEW THE GUIDELINES PROVIDED BEFORE BEGINNING YOUR RESEARCH CONCEPT TO MAKE SURE WHAT YOU ARE PROPOSING WILL FIT WITHIN THE GRANT'S DESIGN, BUDGET CEILING AND FINANCIAL REQUIREMENTS



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DOCUMENTATION

Prepare your timeline for completing:

- **IRB / NHRC** – requires a percentage of the research budget (up to \$10,000-\$100; 3% if \$ 10,000 and above)
- **Questionnaires** – translation / back translation; languages?
- **Informed consent** forms
- **Introductory letters** from government / MoU



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HUMAN RESOURCES

- **Key personnel** – research investigators, data management, data analysis, report writing
- **Data collection** – supervisors and enumerators:
 - how many? for how long?
- **Monitoring** – a monitoring team for quality assurance
- **Share costs** –for regular office operations



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PARTNERS

- **Research NGO / firm** – staffing, operational costs, travel
- **Laboratory** – what is required? where is it located? Technicians, cold chain management, safe storage, (freezer/refrigeration), transportation
- **Information Systems support** – electronic data design and upload, server support, internet access





PROCUREMENT

- **Supplies for enumerators** – bags, notebooks, protective clothing (rainwear, gumboots), first aid kits
- **Consultants (e.g. Data Programmers, trainers etc.)**
 - What is available in Nepal?
 - What needs to be imported from India or elsewhere, comparative costs and time for delivery?
 - Does the new equipment require special training? Do you need a consultant fee or travel cost for that?





SAMPLE PROCUREMENT

- **Equipment and supplies** – biological supplies, tablets/smart phones, anthropometric tools
- **Product samples** (e.g. foods from stores; food labels)



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TRAINING AND INTERVIEW PREPARATION

- **Time** required for training enumerators, supervisors
- **Time** and site required for pre-testing e.g. vehicle hire; agreement from site officials e.g. health facility
- **Time** required to accurately complete the questionnaires / focus groups / in-depth interviews; sample collection



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SITE PREPARATION & INTRODUCTIONS

- Information sharing with local leaders: introductory meeting on study purpose
- Considerations for local language, ethnicity, customs, attitudes and perceptions (e.g. gender)
- Site arrangements and time allocation for locating Key Informants, Participants for focused discussions etc.
- Mapping and sampling of household's / participants; how many can be reached and completed in a day?



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IMPORTANT THINGS TO CONSIDER WHEN PREPARING YOUR RESEARCH BUDGET



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DATA COLLECTION

- Internal travel in Nepal is unique due to infrastructure, geographics / type of terrain
- Distance and time:
 - vertical road system from terai-hills; means of transportation; time and costs
 - on foot – walking time to the interview sites and between sites



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SALARIES, PER DIEM, LODGING ETC. AND OTHER COSTS

- Variability of cost between Terai, hill or mountain and/or city or town or rural village
- Hardship - remoteness
- Indirect fees: head office charges



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COMMON PITFALLS

- Thoroughly check your sources, availability and costs (price comparisons) before finalizing your budget
- Many hidden costs, including the administrative and political environment
- Inflation, start-up cost, office set-up, site set-up cost, cost of delayed start-up, cost of change in scope or modality, cost of closeout.
- Delays may lead to expiry date over-run





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