# **Budgeting** for

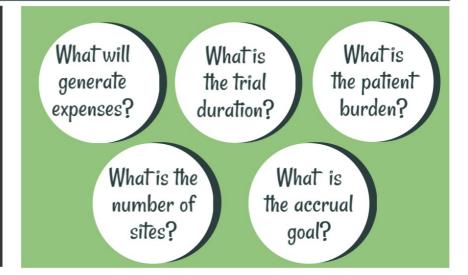
1

Diverse Clinical Trial



## Budgeting Basics

Key questions to ask yourself and team members



# Components of a Successful Budget

### Research Personnel

- Full-time coordinator and research staff members
  - Language requirement?
  - Competitive salaries will attract experienced recruiters
- Support for administrative staff at your institution and/or collaborating organizations
- A community advisory groups can be consulted to vet study design (often includes a fee or honorarium)

## Reducing Patient Burden

- Reimbursement for transportation, parking, meals
  - Urban settings: provide a fixed amount on a transit card
  - For longer distances: provide mileage reimbursement
- Depending on duration of follow-up, you may need to account for childcare services and/or lodging
- Providing gift cards to local grocery store or movie theater is a best practice.
- Consider providing after hours coverage and offering flexible follow-up visits

# All suggestions must be first approved by your program officer and institution's IRB.

#### Must be itemized in submitted budget

### Recruitment

- Passive methods: direct mailings, mass media outlets (e.g., newspaper postings, radio and poster announcements)
  - Posters and brochures in the waiting room are a best practice
- Active methods: telephone calls and interpersonal communication
  - Remember, on average, it takes 4 in-person visits to get a "Yes."
- Coordinator trainings (e.g., cultural competency)
- Translation services, translators, and bilingual staff are essential for non-English speaking populations

#### Retention

- Study memorabilia (e.g., mugs, magnets, pens, bags) improve retention rates
- Sending birthday and holiday cards is a best practice.
  - Important to include phone number to call in case of change in address, contact information, or health status
  - Photo of the research team improves recognition and personal connection
- Successful retention of staff members can increase patient retention rates
- Provide a contact line for patients and providers
- Hold recognition events for community members and participants

As a general best practice, it is critical to communicate which procedures and tests are covered under Standard of Care and how insurance including Medicare/Medicaid would cover the costs



