



## Appendix D: Budget Worksheet

### Budget Overview

Guiding questions:

- What is the total budget for your PPIE activities?
- Over how many years will funding be distributed?
- Who are the main funders or sponsors?

*For example: The Patient and Public Involvement and Engagement Group at Ziauddin University is funded by the International Severe Acute Respiratory and emerging Infection Consortium (ISARIC) from September 2024 to December 2029 with a total amount of £100,000. The funding to ISARIC has been provided by the Gates Foundation, Wellcome Trust and the United Kingdom Foreign, Commonwealth & Development Office.*

[Draft an overview of your budget here]

### Budget Categories

Identify the main areas where funds will be used. Below are just some potential categories to keep in mind.

Category	Description	Guiding Questions	Example Items
<b>Staff Costs</b>	Salaries or honoraria for staff coordinating or supporting PPIE activities.	Who will lead, manage, and coordinate PPIE work? Are these full- or part-time roles?	Salaries for a PPIE Group Coordinator and Public Coordinator
<b>Member Costs &amp; Expenses</b>	Honoraria and expenses for patient & public members	How many members are there? How many meetings are there and where? What expenses will members incur?	Travel expenses to meetings; Honorariums for time spent preparing and attending meetings; Childcare costs
<b>Travel &amp; Subsistence</b>	Costs for travel to meetings, conferences & events for coordinators and members	What events will coordinators and members attend? What travel or accommodation will be required? Do standard rates exist institutionally?	Travel expenses to the annual PPIE Summit; Flights & hotel for conference attendance; Travel to and from the airport; Meals

<b>Events &amp; Meetings</b>	<i>Costs associated with organising meetings and events</i>	<i>What is needed for a successful meeting or event?</i>	<i>Refreshments; Lunch; Venue hire; AV team and equipment; Speaker fees; Giveaways</i>
<b>Training</b>	<i>Costs associated with training staff or members</i>	<i>What courses or programmes would be relevant?</i>	<i>Certification course; Bespoke training session; e-learning</i>
<b>Evaluation &amp; Research Activities</b>	<i>Costs associated with carrying out evaluations and/or research</i>	<i>Do you need any software or materials? What methods will you use? Will you travel?</i>	<i>Analytical software; Voice recorder; Travel; Ethics fee; Publication fee</i>
<b>Software</b>	<i>Costs associated with subscriptions to software</i>	<i>What software would help you with your PPIE activities? Do you need a Standard or Pro accounts for your activities</i>	<i>Zoom Pro (online meetings), MailChimp (newsletter), Canva Pro (design)</i>
<b>Materials &amp; Consumables</b>	<i>Creation of physical and digital materials to support visibility and engagement.</i>	<i>What materials will you produce or print?</i>	<i>Posters; Newsletters; Animated videos; Web app development; Website</i>
<b>Miscellaneous</b>	<i>One-off or irregular costs that support engagement.</i>	<i>What extra resources are needed to improve accessibility and sustainability?</i>	<i>Translations; Printing; Devices</i>

[Draft a description of the main categories of the budget here]

### Budget Details

Guiding questions:				
<ul style="list-style-type: none"> <li>• What are the specific items within each category?</li> <li>• Why are they needed (justification)?</li> <li>• What exchange rate will you use (if needed)?</li> </ul>				
Item	Justification	Year 1	Year 2	Total
<b>Example: PPIE Group Coordinator</b>	<i>To lead, coordinate, and manage all institutional PPIE activities</i>	<i>Rs 2,700,000</i>	<i>Rs 2,700,000</i>	<i>Rs 5,400,000</i>
<b>Example: PPIE Group Member Honoraria</b>	<i>Six in-person meetings per year at 1500 PKR/hour x 2 hours x 10 members</i>	<i>Rs 180,000</i>	<i>Rs 180,000</i>	<i>Rs 360,000</i>

[Draft the details of your budget here]

## Monitoring & Review

It is useful to think about who will be responsible for maintaining, updating, and tracking the budget for the PPIE activities. Guiding questions:

- How often will you review the budget?
- Who is responsible for monitoring spending?
- How will you track costs (incurred, claimed, reimbursed)?

[Draft the monitoring and review section here]

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