| Medical Education Grant Proposal Program Budget |
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| Date of Submission: |  | Contact:  |  |
| --- | --- | --- | --- |
| Activity Title:  |  | Date of Activity:  |  |
| Expected Reach:  |  | Proposal amount: |  |

 |

| Management Fees |
| --- |
|  | Cost/Unit | Units | Cost |
| Administrative Services |  |  |  |
| Symposium Slot Fee |  |  |  |
| Content Development |  |  |  |
| Account/Activity Management |  |  |  |
| Meetings/Logistics Management |  |  |  |
| Graphic Design |  |  |  |
| Program Materials Development |  |  |  |
| Database Management |  |  |  |
| Web Development |  |  |  |
| ***Total Management Fees*** |  |  |  |

| Accreditation & Outcomes Fees |
| --- |
|  | Cost/Unit | Units | Cost |
| Accreditation- Live  |  |  |  |
| Accreditation- Enduring |  |  |  |
| Certificate Fees- printing and mailing |  |  |  |
| 3rd Party Accreditor |  |  |  |
| Outcomes Measurement |  |  |  |
| Outcomes Fee |  |  |  |
| ***Total Accreditation and Outcomes Fees*** |  |  |  |

| Audience Generation & Advertising Fees |
| --- |
|  | Cost/Unit | Units | Cost |
| Recruitment List  |  |  |  |
| Invitation Production |  |  |  |
| Web Hosting |  |  |  |
| Email Advertising Campaign |  |  |  |
| Postage/Mailing |  |  |  |
| Outcomes Fee |  |  |  |
| ***Total Audience Generation & Advertising Fees*** |  |  |  |

| Accreditation & Outcomes Fees |
| --- |
|  | Cost/Unit | Units | Cost |
| Accreditation- Live  |  |  |  |
| Accreditation- Enduring |  |  |  |
| Certificate Fees- printing and mailing |  |  |  |
| 3rd Party Accreditor |  |  |  |
| Outcomes Measurement |  |  |  |
| Outcomes Fee |  |  |  |
| ***Total Accreditation and Outcomes Fees*** |  |  |  |

| Program Faculty Fees |
| --- |
|  | Cost/Unit | Units | Cost |
| Honoraria  |  |  |  |
| Coach Air Round Trip Travel |  |  |  |
| Ground Transportation |  |  |  |
| Lodging |  |  |  |
| Per Diem (including arrival day and program day) |  |  |  |
| Additional Faculty Fee |  |  |  |
| ***Total Program Faculty Fees*** |  |  |  |

| Onsite Expenses |
| --- |
|  | Cost/Unit | Units | Cost |
| Audiovisual Equipment |  |  |  |
| Audiovisual Staff |  |  |  |
| Room Rental |  |  |  |
| Onsite Signage |  |  |  |
| Registration and Meeting Supplies |  |  |  |
| Onsite Program Staff |  |  |  |
| Attendee Meals |  |  |  |
| ***Total Onsite Fees*** |  |  |  |