

# UroGen Independent Medical Education Grant: Requested Budget Proposal

Please be sure to supply the entire activity costs.

Sponsor/Accredited Provider	
Educational Partner	
Date of Request	
Title of Program	
Number of supporters beyond DSI	

Program Information	Planned	Change of Scope	Actual	Comments
Start Date (MM/DD/YY)				
End Date (MM/DD/YY)				
Number of Events				
Total Number of Attendees				
Total Number of Enduring Materials				
Total Number of Faculty				
<b>TOTAL NUMBER OF CREDITS PER ATTENDEE (FOR CME PROGRAMS)</b>				

Management Fees	Hourly Rate/ Unit Cost	No. of Units/Hours	Total Program Cost	Change of Scope	Actual Expenditures	Comments
Program Management						
Audience Generation						
Medical Direction						
Content Development						
Medical Writing and Editing						
Graphic Design						
Meeting Management						
Information Technology						
Administrative						
Onsite Meeting Management						
Other (explain)						
Other (explain)						
<b>TOTAL MANAGEMENT FEE</b>						

Accreditation Fees	Hourly Rate/Unit Cost	No. of Units/Hours	Total Program Cost	Change of Scope	Actual Expenditures	Comments
Accreditation Fee						
Certificate Fee						
Outcomes/Program Metrics						
Content Validation Costs						
Other (explain)						
Other (explain)						
<b>TOTAL ACCREDITATION FEE</b>						

Program Expenses	Hourly Rate/Unit Cost	No. of Units/Hours	Total Program Cost	Change of Scope	Actual Expenditures	Comments
Faculty Compensation						
Chair Honoraria						
Faculty Honoraria						
Other (explain)						
Travel						
Faculty Travel						
Faculty Hotel						
Faculty Ground						
Faculty Per Diem						
Staff Travel						
Staff Hotel						
Staff Ground						
Staff Per Diem						
Other (explain)						
Program Logistics						
Association Fees						
Website for Registration						
Room Rental						
Audio Visual						

Program Expenses	Hourly Rate/Unit Cost	No. of Units/Hours	Total Program Cost	Change of Scope	Actual Expenditures	Comments
ARS						
On-site Registration Staff						
Card Readers						
Faculty Rehearsal Meal						
Faculty Rehearsal Room						
Other (explain)						
Meeting Materials						
Invitation Printing						
Invitation Postage						
Invitation Fulfillment						
Meeting Handouts (i.e., workbook, syllabus, folder)						
Promotion Costs (i.e., door drops, journal ads)						
Signage						
Stationary/Letterhead						
Mailing Lists						
Other (explain)						
Enduring/Print Materials						
Enduring Material Design						
Enduring Material Printing						
Enduring Material Postage						
Enduring Material Fulfillment						
Other (explain)						
Multimedia/Web						
Multimedia Production						
Multimedia Printing						
Multimedia Postage						
Multimedia Fulfillment						

Program Expenses	Hourly Rate/Unit Cost	No. of Units/Hours	Total Program Cost	Change of Scope	Actual Expenditures	Comments
Teleconference/Live Webcast						
Website Hosting/Maintenance						
Webcast Production						
Search Engine Optimization						
Other (explain)						
Miscellaneous						
Artwork Royalty Fees						
Permissions						
References						
Transcription						
Postage/Shipping						
Phone/Fax/Teleconference						
Other (explain)						
Other (explain)						
Other (explain)						
<b>TOTAL PROGRAM</b>						

	ORIGINAL SUBMISSION			CHANGE OF SCOPE		
	BUDGET	ACTUALS	VARIANCE	CHANGE OF SCOPE	ACTUALS	CHANGE OF SCOPE VARIANCE
Total Management						
Total Accreditation						
Total Program						
<b>TOTAL BUDGET</b>						