

# Budgeting Form for Stakeholder Engagement

Adapted from Involvement Cost Calculator from [INVOLVE UK](#)

This form has been adapted from the [Involvement Cost Calculator](#) from the INVOLVE website. It is now in Canadian dollars and relevant to Canadian researchers.

The calculator can be used to determine a budget that needs to be allocated in your grant to support stakeholder and family engagement. It is important to plan your budget ahead of time to ensure fair compensation for the families and stakeholders you choose to involve.

To use the Cost Calculator found on page two, please enter the quantity or the number of costs you will be covering (e.g. 6 people need to be covered for 3 meetings therefore 18 would be the quantity). To fill out the form only add the number (do not include symbols or words) to the quantity or cost headings. Once you have entered all the costs and quantity follow the instructions below:

For PC:

1. Press **Ctrl+A** on your keyboard. This will highlight the text.
2. Once the text is highlighted **press F9**, this should update your entire table.

For Mac:

1. Press **Command+A** on your keyboard. This will highlight the text.
2. Once the text is highlighted **press Option+Command+Shift+U**, this should update your entire table.

## References:

INVOLVE UK. (2017). Involvement Cost Calculator – INVOLVE. Retrieved July 12, 2017, from <http://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/#1>

Kabir, T., Simons, L., Burnell, K., Carter, P., Moran, J. C., Newman, J., ... Simon, N. (2013). Budgeting for involvement: Practical advice on budgeting for actively involving the public in research studies. Retrieved from [www.crn.nihr.ac.uk/mentalhealth/](http://www.crn.nihr.ac.uk/mentalhealth/)

		Quantity	Cost	Totals
Stakeholder Payment	Fees/Payment to stakeholders			= \$ 0.00
	Vouchers/honourariums for individuals			= \$ 0.00
	Fee or donation to a group or network			= \$ 0.00
	Funding for additional training/learning			= \$ 0.00
Expenses	Travel costs			= \$ 0.00
	Childcare costs			= \$ 0.00
	Overnight Accommodation			= \$ 0.00
	Home Office Costs			= \$ 0.00
Involvement	Recruitment/Finding Partners			= \$ 0.00
	Introduction, training and learning costs			= \$ 0.00
	Venues and catering			= \$ 0.00
	Equipment and Access to facilities <sup>1</sup>			= \$ 0.00
	Conference Fees			= \$ 0.00
Staff	Administrative Support			= \$ 0.00
	Engagement Coordinator			= \$ 0.00
	Independent facilitator			= \$ 0.00
Other costs	Police Record Checks			= \$ 0.00
	Language Translation/Interpretation costs			= \$ 0.00
	Supports for people with impairments <sup>2</sup>			= \$ 0.00
Total				\$ 0.00

<sup>1</sup>Providing recording or teleconferencing equipment to your stakeholders may be important for their participation. Providing access cards or access to your facilities may not cost money but staff time should be considered for this section.

<sup>2</sup>This encompasses costs associated with making participation accessible- selecting accessible venues, sign language interpreters, rental of equipment or specialized transport.