



ATOIFI  
ADVENTIST  
HOSPITAL

**Tropical Health  
Solutions**



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# Day Three: Budgets and managing money for research projects



# Workshop Program

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- Outstanding questions
- Review aim, objectives, activities & Gantt Chart
- Principles for money management
- Creating a budget for research projects

# Feedback

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# Research Aim/s

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- Main goal or overarching purpose of a research project
- Broad and introductory statements
- Include an **action** verb and **subject** content

This project will **strengthen** and **build capacity** for the community-based organisations and civil society organisations to deliver conservation and biodiversity projects that centralize **Kwaio traditional knowledge and customary stewardship**. This enables traditional knowledge about plants to be recorded for future generations, and ‘kept alive’ with current generations.

**East Kwaio Biodiversity project**

# Research Objectives

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- Follow research aim/s
- Include more detail about specific research topics or issues the research project plans to investigate
- Usually 2-3 objectives in a numbered list
- Objectives may also be listed as research questions
- Be careful not to promise more than you can manage (*small is valuable*)

# Smart Research Objectives

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- Specific
- Measurable
- Achievable (or attainable)
- Realistic
- Time-bound

A SMART objective has a better chance of being accomplished than a general objective.

# Writing research **Activities**

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- Writing research activities is about recording **what needs to happen** to fulfil your objective
- These are the practical steps to take to achieve the objective of the research
- Activities reflect appropriate research methods to help answer the research question/s

**Research activities results in OUTPUTS (hold in your hand), IMPACT (short term change) and OUTCOMES (long term)**





# Principles of budget

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- Itemised list
- Includes all services or items expected
- Examples: printing, equipment (e.g. lab) travel, accommodation, computer, wages
- Costs should be grouped e.g. salary/wages/fees; equipment; travel; data analysis and reporting
- Put small items together e.g. pens, paper etc as stationary

# Principles of budget

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- One-off costs
- Ongoing costs
- Reporting (monthly, quarterly, yearly etc)
- Linking with timelines
- Responsibilities of project manager for budget
- Cash accounting



# Creating a budget

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- Review TB 2013 research activities
- Create a Gantt Chart from project activities
- Create a budget

# Activities from TB Project 2013

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- The activities to be undertaken:
- Governance and funding arrangements agreed and commenced (January 2013)
- Recruitment into the TB Special Projects Coordinator position (Feb 2013)
- Translation of the ARC TB Flipchart into Solomon's Pijin and East Kwaio languages (Mar 2013)
- Develop evaluation methods. (Mar 2013)
- Write scripts based on the Flipcharts and trial skit-based education about TB (April 2013)
- Purchase portable DVD players & cameras (April 2013)
- Record, edit and produce a series of up to 5 short DVDs in Pijin and East Kwaio. (May-June 2013)

# Activities from TB Project 2013 cont...

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- Conduct TB education sessions and evaluation, in approximately 35 villages during the regular Primary Health Care satellite clinics. (July-Nov 2013)
- Write report on what was learnt about developing local education resources and the evaluation. (December 2013). Further evaluation of outcomes 6 months after completion (June 2014)
- Present report to communities and ARC. (January 2014)
- Plan to share process and outcomes with other regions in Solomon Islands through presentation at the national TB workshop/conference (2014)

# Day Four: Thursday

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- Working with research teams
- Monitoring and evaluation for research project management
- Evaluation of workshop

