

CASB Examples

Administration Examples:

Off-Campus Administrative Support

Susan Worthington, Administrative Associate II (1.0 FTE), will provide all off-site administrative support for this project, which will be conducted in Turkey, thus precluding needed administrative support for this project from being supplied by generally available University personnel. Her duties include processing personnel papers for project staff in Turkey (both those from UGA and those hired in Turkey); managing all fiscal transactions for the program and coordinating with UGA fiscal personnel; preparing and filing correspondence, manuscripts, and reports; technical data entry; and ordering and managing project supplies shipped from the U.S. and locally.

Conference or Seminar Projects

Susan Worthington, Administrative Associate II (.50 FTE), will provide administrative support for this conference grant. She is responsible for travel arrangements for all invited speakers (approximately twelve); for scheduling conference meeting space and negotiating hotel costs; advertising, receiving, and confirming participant registration (approximately 250 registrants); scheduling poster presentations and arranging poster venues; and coordinating all aspects of attendees' itineraries and travel needs. In addition, she will coordinate the publication and distribution of the conference Proceedings.

Large, Complex Projects

Susan Worthington, Administrative Associate II (1.0 FTE) will provide administrative support for the management of this program project grant (PPG). Her duties will include fiscal administration for the four research projects and two cores of this complex PPG. She will oversee personnel administration for approximately fourteen individuals; prepare and file all correspondence among PPG participants, as well as prepare manuscripts and reports, etc.; make travel arrangements annually for the six members of the External Advisory Committee; arrange and take minutes at monthly research meetings of principal project/core scientists and act as an on-site liaison with the appropriate university administrative offices for financial, personnel, compliance, and research administration matters.

Non-Administration Examples:

Office Supplies

We have included office/administrative supplies in the direct costs budgeted for this project. These items will not be used for routine administration, but will be dedicated solely as outlined in the research plan (in support of specific aim three). We plan to provide comprehensive training manuals to each of the two hundred study participants. These

manuals will include detailed instructions for completing the six surveys. Each participant will be contacted by postcard eight times during the study. Manuals contain one hundred pages of printed instructions, six sets of surveys totaling 670 pages, one set of binder sections, eight large pre-addressed manila envelopes, and all will be inserted into a three-ring binder. The cost of a manual is \$18. Total supply cost for manual development for all two hundred study participants will be \$3,600.

Membership

In year two of the project Dr. I. B. Smartt, PI, will present data from this study at the annual meeting of the X-Ray Society (X-RS), the premiere association for x-ray crystallographers in the U.S. In order to present project findings at this meeting, she must be a member of X-RS in both year one and year two (when the abstract is submitted for consideration). Dues of \$200 are budgeted for each year, totaling \$400.

Postage

Surveys (described in the proposed Scope of Work) will be conducted three times per year in each of the five years of the project for each of the 500 participants. Participants will be provided self-addressed, stamped envelopes for mailing the surveys back each time. Postage costs for the 15,000 mailings (500 X 5 X 3 X 2) are anticipated to be \$3.00 per mailing, for a total of \$45,000.

Books

Quayle's *Measuring the Differences Between Quarks and Mesons* is the only written source available that describes the complicated atom-smashing procedures that will be followed in this study. The Research Technician who will be measuring the mesons needed during Phase I needs this book and it is not available in any of UGA's libraries. This book (\$235) will be used on a daily basis during Phase I of the proposed series of studies, and again during Phase II (see specific aim 2).

Personal Computers (Off-Campus)

\$3,000 has been budgeted for a laptop computer dedicated to this project. The PI will use the computer in the forests of Borneo to record observational data on the pygmy monkey family clusters living there, as described in the project's methodology.

Personal Computers (On-Campus)

\$4,500 has been budgeted for two computers used to display the stimuli for the Forman Test of Sustained Attention. Two subjects will be scheduled and tested simultaneously in order to collect the needed data during the last week of summer school, following completion of the training program. Both computers will be connected to a single printer (\$2,500), which will collate the raw data collected and create a printout of test performance for each subject tested. The raw data must be printed so that the PI can physically measure temporal intervals between responses recorded on the printout (as stated in Specific Aim 4).

Personal Computers (On-Campus)

\$4,000 for a personal computer is requested. The computer will be used solely for this project to upload all data on a daily basis. The data must be reviewed each evening and cleaned up by the Data Integrity Technician for transport the following day to the headquarters for this multi- site clinical trial.