**Template to support the preparation of funding applications for qualitative (sub) study cost elements**

**Background and how to use\***

This document was developed by the Qualitative Research Subcommittee (QRSC) of the PaCCSC and CST trials groups to assist investigators when putting together budgets for qualitative studies as part of clinical trials. The following are suggested items that may be included, along with suggested wording around the justification for the expenditure. Not all items may be relevant, and this document should be considered a guide only with adjustments made by the investigators according to the proposed study and circumstances.

*\*Of note, while the following list is extensive, the Qualitative Research Subcommittee wish to stress these are ideas for consideration only and are not all required in every submission.*

| **Expenditure Items** | **Justification for expenditure** (examples) | **Cost $** |
| --- | --- | --- |
| **Staffing related costs** | |  |
| 0.X EFT Research coordinator / Research Assistant | A senior, experienced (PSP 3 or 4) level personnel is required to provide multisite coordination over the duration of the study.  This person will provide oversight of all aspects of the study, including:  1. Networking and establishing relationships with clinical sites, investigators, consumers, community groups;  2. Developing ethics submission documents  3. Interacting with clinical leaders and policy/organisational leaders across multiple institutions;  4. Development and oversight of supporting materials and study information for clinical sites;  5. Recruitment of focus group participants  6. Coordinating and conducting all components of data collection, including interviews/focus groups/other  7. Conducting qualitative analysis;  6. Coordinating investigators, advisory and site groups;  7. Oversight resource development;  8. Report/manuscript writing. |  |
| Staff training | Are there any areas of specific training that will be required of the staff following their employment on the study?  Some studies require staff to use certain software which may require them to be trained. Allow for course fees as well as staff time to attend. Where courses are not offered online or locally, also allow for travel costs to attend. |  |
| Staff professional development | Depending on the length of the study, you may wish to include a small amount for professional development/conference attendance, particularly if study staff are expected to attend conferences to present the study. |  |
| **Equipment / Consumables** | |  |
| Recording device | Determine needs of the study and cost accordingly, including any subsidiary items such as leads, batteries, software etc. |  |
| Room/Venue hire | Determine when/where you will be conducting elements of the study.  For example, if holding face to face focus groups in a hospital, find out what rooms are available, what catering services are available, and ensure any room hire costs are included.  If the room requires the use of AV equipment that you are not bringing yourself, you will also need to include hire charges. |  |
| Printing: PICF, literature about the study | If you are having any items professionally printed, seek a quotation to include the costs. |  |
| Printing / design costs: development of communication /dissemination plan | Determine what elements of your study materials need to be professionally printed and seek a quotation to include the costs. |  |
| Social media costs | Some studies may use social media platforms as a way of promoting their work and recruiting participation. Social media posts can benefit from the use of images that may need to be purchased to ensure they are not being used in breach of copyright. Some social media platforms will also accept payments for advertising to increase the visibility of an advertisement. Be sure to include any images and details about paid advertising in your HREC submission. |  |
| **Other expenses** (e.g. ethic submissions, governance submissions) | |  |
| Ethics /review submission costs  *(Generally submission costs are available on hospital HREC/RGO website)* | A qualitative research arm to a study would generally be built into the trials overarching ethics submission. However, if stand-alone, consideration should be given to the time taken to prepare the submission, including the study protocol or scoping document and any patient-facing materials such as a Patient Information and Consent Form.  Many HREC’s now have submission fees that need to be included.  If your study is going to be conducted at multiple sites, you will need to ensure the inclusion of each sites Research Governance Approval fee and have a local staff member who can lodge the submission on your behalf. |  |
| Consumer Advisory Group as members of the investigator team\*\* | Participation for patient/carer consumer advisory member/s throughout the life of the study. Cost items that might be included:   * Meeting attendance, and review of meeting materials * Review and/or contribution to the development of study-related materials and information * Travel related expenses incurred * Conference attendance   Support for key community /advisory experts’ participation e.g. Aboriginal and Torres Strait Islander Australians (will require specific engagement and consultation with those key groups), as will the involvement of Culturally and Linguistically Diverse (CALD) members. |  |
| Consumer participation in the study intervention\*\* | Support for workshops for patients/consumers/clinicians to facilitate codesign of resources. Cost items that might be included:   * Meeting attendance * Payments for consumer attendance * Transport costs for consumer attendance * Venue hire * Refreshments during meeting * Translation costs |  |
| Inclusion of particular groups such as CALD communities | Consider additional costs that may be associated with the inclusion of key communities, including:   * Time and resources for engagement, meetings, and reimbursements * Translation of resources/consent forms * Interpreter costs (hourly rates) during data collection * Translation of transcripts * Consideration of travel costs for participants |  |
| Data collection tool development | Many studies use research data management software, such as REDCap or Qualtrics, to build the data collection forms for completion by staff/participants. Suppose the study staff do not have experience in the use of this software. In that case, costs should be included for outsourcing the database build, testing, piloting, trouble-shooting and final download, ready for analysis. |  |
| Assessment tool licencing costs  Data analysis software | Some assessment tools require the payment of a fee prior to their use for research purposes. Many assessment tools require some form of licence agreement regardless of whether they charge a fee or not. Researchers need to ensure that they source correct information regarding the use of assessment tools.  Similarly, software packages that assist in the analysis process will have licence costs. |  |
| Per participant cost to sites/recruitment to study | If your study is being conducted through a recruiting site, ie. A hospital/s partner, you may need to include a payment based on the number of participants you are wanting the hospital to source for you. Determining the value of the participant payment is generally best calculated using: 1. The staff involved (i.e. Doctor, nurse, allied health), and 2. the amount of time the staff at the hospital site will need to recruit one patient. Once you have the cost for one participant, this can then be multiplied by the number of participants required to arrive at a total cost. |  |
| Travel costs | Will the study require staff to travel to sites or to conduct focus groups or similar? All travel-related expenses should be estimated and included. If it is likely that overnight stays will be required, include accommodation and meal costs for staff when away from home. |  |
| Transcription costs | Transcription services usually work on a time/cost basis for the verbatim transcription of audio recordings from focus groups/interviews with patients and carers. Costs vary between providers, as does the transcribed product, especially where multiple people may be in the meeting, such as in a focus group versus a two-person conversation. |  |
| Data analysis | Data analysis is a time intensive process in qualitative research, with the amount of time required depending upon the methodological framework adopted in the study. Discuss with members of the investigator team to determine the type of analysis to be conducted and then seek one or more quotations for the work to be performed if done external to your team. |  |
| Data storage | Securing data storage for a minimum number of years (defined by ethics committees) may incur a cost associated, especially with hardcopy transcripts/consent forms etc. |  |
| Publication costs | Submission costs etc.; open-access; writing costs; |  |
| **TOTAL** |  |  |

\*\*for indicative costs of consumer participation:

<https://www.viccompcancerctr.org/about-vccc/consumer-engagement/resources/>