

Intake Budget Template

**A Workbook
to Assist with
Budgeting the
Costs for a
Quantitative
24-Hour Recall
Dietary Survey**

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About *Intake*

Intake is a Center for Dietary Assessment at FHI 360. We aim to contribute to improving nutrition for vulnerable populations in low- and middle-income countries (LMICs), through increasing the availability, quality, comparability, and use of dietary data and metrics. We hope that the availability of valid, concise, and effective diet-related metrics, along with *Intake* technical assistance for collecting, analyzing, and using dietary intake data, can play an important role in helping actors in LMICs to develop evidence-based nutrition and agriculture policies and programs to ensure high-quality diets for all.

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Intake Budget Template: **A Workbook to Assist with Budgeting the Costs for a Quantitative 24-Hour Recall Dietary Survey**

Objective: The objective of this workbook is to provide a budget template that can be used for estimating the costs required for a quantitative 24-hour recall dietary survey. The budget template has been designed to be especially relevant for large-scale (e.g. national) surveys but can adapted for smaller-scale surveys. The budget template covers five main phases of work:

1. Pre-survey activities at the central level;
2. Pre-survey activities at the regional level;
3. Training activities;
4. Data collection activities for the main survey; and
5. Post-data collection work

Each phase of work is represented by a different spreadsheet (or tab) in the workbook.

This template is only meant to provide a framework for survey organizers to begin to think through how to budget for the set of activities that may need to be carried out across all phases of survey work.

Guidance for How to Use this Document: The scale and design for every quantitative 24-hour recall dietary survey is different, as are the necessary pre-survey activities. Details related to how the pre-survey, data collection, and post-data collection activities are organized will differ by survey, and by country. Because each survey is unique, this budget template has been designed to allow the user to adapt the template according to survey needs.

For ease of use, the budget line items in the template are the same across all five major phases of work. Note, however, that not all line items will be relevant to all phases of work for a survey; and, when a line item is relevant across multiple phases of work, the line item may differ across phase of work in terms of the number of individuals required, or the number of units required, etc.

To use the budget template, we recommend survey organizers first decide on the specific activities that will be undertaken within each major phase of survey work, and then to budget for each specific activity, after which these activity-specific budgets can be aggregated into an overall budget for each main phase of work.

The cells in the budget template that are shaded in light green are the fields that should be completed by survey organizers if the corresponding line item is relevant to the survey. The cells highlighted in grey are not relevant to the line item given in the template; therefore, no information should be entered in these fields.

The budget template includes simple formulas to allow for automated calculation of line item totals (across a row), and for calculation of sub-totals for each cost category within a workbook tab. The budget template also includes formulas to sum the sub-totals across all cost categories for a given survey phase. Users of the budget template should take great care to ensure that all formulas are adapted appropriately, if any rows or columns are added to or deleted from the budget template.

Once budgets are prepared for each workbook tab, the sub-totals across the five tabs can be added together to estimate the total survey cost. This total cost information will automatically tabulate in the sixth workbook tab labeled, 'Total survey cost'.

As with the formulas included in all other tabs of the workbook, the formulas on the 'Total survey cost' tab should be used cautiously. Survey organizers should review and adapt the formulas on this tab, as needed, if any rows or columns were added to or deleted from any workbook tab.

This budget template is probably best used during the final stages of protocol development, when there is some general idea of the survey design and sample size that will be used for the survey, as these decisions have overarching implications for the specific staff required for the survey-related activities that would need to be undertaken in each of the five major phases of work reflected in the budget template. The budget template is particularly useful when used in combination with *Intake's* GANTT template, which - once completed - should provide relevant timeline-related information that would need to be accounted for in the costs to be budgeted for a survey.

Using the budget template in accordance with the above guidance will allow survey organizers to have a locally adapted tool to estimate the costs associated with the activities that need to be undertaken for the quantitative 24-hour recall dietary survey.

User Feedback: At *Intake*, we aim to make our technical assistance tools, templates, and guidance materials as useful as possible. We therefore welcome input and feedback from users of our technical assistance documents, so that we can continue to improve the materials and the technical assistance we provide. If you have suggestions or feedback related to this budget template that you would like to share with *Intake*, please contact us at feedback@intake.org.