**SURVEY BUDGETING CHECKLIST**

This checklist helps you to **budget all the expenses** your survey might incur.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **YES** | **NO** | **N/A** |
| **When preparing your survey’s budget, did you include …** |
| 1 | … payments to data collectors? | Y | N | N/A |
| 2 | … payments to interpreters?  | Y | N | N/A |
| 3 | … payments to survey supervisors? | Y | N | N/A |
| 4 | … payments to staff who will enter the data, if paper questionnaires are used? | Y | N | N/A |
| 5 | … payments to consultants/advisors?  | Y | N | N/A |
| 6 | … the costs of local transport? | Y | N | N/A |
| 7 | … the cost of international transport? | Y | N | N/A |
| 8 | … per-diems for the survey team members? | Y | N | N/A |
| 9 | … accommodation costs?  | Y | N | N/A |
| 10 | … the costs of printing the questionnaires / purchasing tablets for electronic data collection?  | Y | N | N/A |
| 11 | … the costs of stationery and training materials? | Y | N | N/A |
| 12 | … the costs of phone credit for survey team members?  | Y | N | N/A |
| 13 | … the costs of special equipment and materials? (such as scales for anthropometric surveys, GPS measuring devices or samples of the products your survey is asking about) | Y | N | N/A |

 **> Would you like this checklist to be available in a different language?** [**Get in touch with us**](https://www.indikit.net/contact-us)**!**

 **> Do you think that an important item is missing?** [**Let us know**](https://www.indikit.net/contact-us)**!**

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