

Mentor-Facilitated Training Award

STIPEND ALLOWABLE EXPENSES

HOW TO USE MFT AWARD FUNDS

The National Institute on Drug Abuse (NIDA) Clinical Trial Network (CTN) Dissemination Initiative (DI) Mentor-Facilitated Training (MFT) Award provides awardees a one-year stipend to develop projects that facilitate dissemination of published research. This document offers guidance on how the stipend funds may be used.

Questions? Please email NIDACTNDI@FredrickOak.com for guidance on allowable expenses.

SCENARIO:

Taylor has received a \$10,000 award from NIDA CTN to disseminate research on opioid use disorder patient education practices in primary care settings. Taylor plans to prepare a presentation to deliver virtually and travel to in-person regional meetings of family physicians. They would like to sponsor an Hors D'oeuvres reception at one of these meetings, which includes a raffle. To help share their work at conferences, Taylor plans to pay a designer to create a short video. They want to purchase two iPads to demo the video at these conferences. The designer will also print and distribute posters, flyers and a decision tree infographic to practices. Finally, Taylor plans to buy a subscription to email marketing software and a microphone to record a podcast series to disseminate their work. Taylor will use a jump drive to house electronic files.

Budget Item	Example	Allowable?	Notes
Travel	Travel to in-person meetings, the NIDA CTN Steering Committee meeting, and sponsor events.	Yes	Travel and lodging expenses to disseminate NIDA CTN projects are permitted.
Advertising	Advertising media such as magazines, newspapers, radio and television programs, direct mail, or exhibits.	Possibly	These expenses are allowed if used to inform collaborators about your project's availability and to provide contact information. Ask for clarification if needed.
Communications Services	Hiring professional services such as copywriters, graphic designers, or producers to help develop marketing materials, videos, or podcasts to disseminate your project.	Yes	Be mindful that any professional assistance must relate to research dissemination activities.
Printing or Production Costs	Costs incurred for email marketing software; printing posters, flyers, and infographics.	Yes	Allowable if these costs pertain to the goals and objectives of award. Ask for clarification if needed.
Equipment Costs	Microphone for podcasts; iPads for conferences; jump drives to house electronic files.	Possibly	Allowable if directly related to the goals and objectives of the award. Ask for clarification if needed.
Food and Beverages	No food or drinks of any kind are permitted. This includes: snacks, candy, meals, non-alcoholic drinks, and cocktails.	No	
Promotional Giveaway or Raffles	T-shirts, pens, Post-It notes, other promotional items, and television programs, direct mail, or exhibits.	No	

For more information or questions, please email NIDACTNDI@FredrickOak.com

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