

**Click here to enter Study Group name**

**Special Project Budget Submission**

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| Submitted by:  | Date:  | Budget Year: 2019-2020 |

The special project budget **will not** cover the costs for:

* Any activity associated with the Annual Meeting, including Workshops, Parallel Sessions or SG business meeting expenses;
* Research Assistant or Fellow (contributions to-date are volunteer efforts by members or from institutional resources members are able to garner);
* Medical Writer or Reviewer, unless under special circumstances (please describe in budget description below).

Examples of previously approved special budget items include **but are not limited to**:

* SG Guideline meeting;

Provide a brief description (1-page maximum) about the project scope and objective

Provide the timeline and deliverables for this initiative

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| **Budget:** Proposed and itemized expenses, in **USD** |
| **Description** (provide as much detail as possible) | **Amount $ USD** |
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| Is the Study Group planning to receive funds from other sources? (if yes, please fill out below table) | YES | NO |
| If yes, have you communicated with the Executive Director about these funding sources? | YES | NO |

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| **Income Budget:** Proposed income budget, in **USD**, including potential sponsors |
| Source | Details/information/comments | **Amount $ USD** |
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The MASCC Board of Directors offers an annual $1000 grant to cover start-up expenses incurred by one or more Study Groups for implementation of a defined project. Should you wish to apply for this grant, the budget must not exceed $1,000 USD and you agree to the following terms:

* Submit an annual written report on the progress of the project at the time of the MASCC Annual Meeting and a final written report including actual expenditures upon completion of the project.
* Work with the Executive Director to obtain funding above the initial $1,000 start-up grant.

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| I/We would like to apply for the start-up grant and agree to the terms as listed above | YES |

**Please return by email to**:

Leslie Johnson, Study Group Coordinator

ljohnson@mascc.org

Revised 09/14/2018