

Title of program:	
Location:	
Date of program:	
Estimated number of faculty:	
Estimated number of attendees:	
Duration of program:	
Total cost of program (field will automatically populate):	<b>\$0.00</b>
Grant amount requested:	
Anticipated Registration Revenue:	<b>\$0.00</b>

Total Cost	Item Cost	Quantity	Total (auto-calculated)	Details/Comments
<b>Faculty</b>				
Honorarium per speaker			\$0.00	
Travel Expenses per speaker			\$0.00	
Lodging Expenses per speaker			\$0.00	Include number of hotel nights per speaker
Meal Expenses per speaker			\$0.00	
		<b>Subtotal</b>	<b>\$0.00</b>	

**Program Costs**

Meeting and Event Management			\$0.00	
Project Management			\$0.00	
Staff			\$0.00	Provide detail: eg, hours per staff member per week, % full-time equivalents
Other Vendors			\$0.00	
Program Development			\$0.00	
Content Development			\$0.00	
Scientific Materials/Content Review			\$0.00	
Editorial Development			\$0.00	
Graphic Development			\$0.00	
Program Announcements or Invitations			\$0.00	
Room Rental			\$0.00	
A/V Costs			\$0.00	
		<b>Subtotal</b>	<b>\$0.00</b>	

**Meals Associated with Educational Activity**

Duration of program (number of days)				
Breakfast per person			\$0.00	
Lunch per person			\$0.00	
Dinner per person			\$0.00	
Breaks per person			\$0.00	
		<b>Subtotal</b>	<b>\$0.00</b>	

**CE Fees (if applicable)**

Association Fees			\$0.00	
CE Fees Accreditation/Event Certification			\$0.00	
Post Graduate Registration Costs			\$0.00	
		<b>Subtotal</b>	<b>\$0.00</b>	

**Miscellaneous Expenses**

Other (Please explain)			\$0.00	
Other (Please explain)			\$0.00	
Other (Please explain)			\$0.00	
		<b>Subtotal</b>	<b>\$0.00</b>	
		<b>Total Cost</b>	<b>\$0.00</b>	