

Item	Frequency of Expense (monthly, per year, or one time only)	Number of Items / Participants	Unit Cost	Total Cost (USD)	Source (Indicate in-kind if already secured)	Notes
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Public Health Bulletin

Public Health Bulletin (PHB) staff

Advertising position descriptions	1	One-time Only	3		0	
Editor in Chief	12	Month	1		0	
Managing Editor	12		1		0	
Desktop Publisher	12		1		0	
PHB Staff Subtotal					0	

PHB - Training

Information should be provided for each type of training (e.g., media training, and reviewer roundtable training)

Venue Logistics					0	Rough estimate of: # of people, cost for lunch, equipment rental, space rental
Per diem					0	How many people, what is the rate
Training supplies					0	
Identified professional conferences for PHB staff					0	
PHB staff training					0	
PHB - Training Subtotal					0	

PHB - Office Equipment

Rent	12	Month			0	in-kind - MOH
Furniture	1	One-time Only			0	in-kind - MOH
Laptops	3	One-time Only			0	
Phones					0	
Printer					0	
Monitors					0	
Office supplies (e.g., stationary, paper clips, white boards, pens)					0	
Adobe Professional					0	
Plagiarism software					0	
Microsoft Professional Software					0	
Server					0	
Routers					0	
Internet subscription					0	
External hard drive					0	
IP Address					0	
Maintenance of equipment					0	
PHB - Office Equipment Subtotal					0	

PHB - Steering Committee or Board of Editors Meeting

Venue					0	See notes above in meeting
Logistics					0	
PHB - Meeting Subtotal					0	

PHB - Publication

Launching ceremony					0	
Translation					0	
Printing					0	How many issues, cost per issue?
Postage					0	What is the distribution total? How many per year?
E-mail marketing subscription					0	
PHB Publication Subtotal					0	

PHB - Website/Communications

Domain name					0	
Consultant to develop website requirements					0	
Consultant to develop website					0	
Website updates					0	
PHB Marketing/Promotion					0	
PHB-Website Subtotal					0	
PHB TOTAL					0	