

Supplemental materials for:

Fagnan LJ, Walunas T, Parchman ML, et al. Engaging primary care practices in studies of improvement: did you budget enough for practice recruitment? *Ann Fam Med*. 2018;16(Suppl 1):72-79.

APPENDIX 1. Cost of Recruitment Template

COST OF RECRUITMENT TEMPLATE

| Principal Investigator, Director-level Position | | | | | | |
|--|---------------------------------------|--|--|--|--|---|
| Recruiter | % FTE on Project (year) | Hours on Project (year) | % Time on Recruitment for Project | Total Recruitment Hours | Hourly Rate | Recruitment Total |
| List recruiter | List recruiter's % FTE on the project | Calculating current hourly rates of basic pay - based on 2087 hours in 52 week work year. Column= % FTE on Project * 2087 | List the recruiter's % time on the project dedicated towards recruitment | Column= Hours on Project * % Time on Recruitment for Project | List the recruiter's hourly rate (see below for breakdown of organization's Operating Costs) | Column= Total Recruitment Hours * Hourly Rate |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| Project Manager, Recruitment Specialist Position | | | | | | |
| Recruiter | % FTE on Project (year) | Hours on Project (year) | % Time on Recruitment for Project | Total Recruitment Hours | Hourly Rate | Recruitment Total |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| Field Facilitator Position | | | | | | |
| Recruiter | % FTE on Project (year) | Hours on Project (year) | % Time on Recruitment for Project | Total Recruitment Hours | Hourly Rate | Recruitment Total |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| Research Staff Position | | | | | | |
| Recruiter | % FTE on Project (year) | Hours on Project (year) | % Time on Recruitment for Project | Total Recruitment Hours | Hourly Rate | Recruitment Total |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |
| | | 0 | | 0 | | 0 |

| | | | |
|-------------------------|----------------|-------------------------------|---|
| 0 | hours/practice | 0 | TOTAL RECRUITMENT HOURS & COST FOR XXX PROJECT |
| xxx Recruited Practices | | total cost/recruited practice | |

| xxx Operating Costs | |
|------------------------------|--|
| Salaries & Fringe | |
| Administrative Support | |
| Supplies | |
| Professional Services | |
| Travel/Conference/Hosting | |
| OCA | |
| Total Operating Costs | |

Determine overall operating costs based on above breakdowns

Column= number of Recruited Practices * Total Recruitment Hours

Column= number of Recruited Practices * Recruitment Total

| Service Rate Calculation | | | | |
|--|-----------------------|-------------|--|-----------------|
| Services Provided | Labor (Hours/Service) | Hourly Rate | FY 16 Estimate No. of Hours Service Provided | Costs Recovered |
| Principal Investigator, Director-level Position | 1.00 | | | |
| Field Facilitator Position | 1.00 | | | |
| Research Staff Position | 1.00 | | | |
| Data Analyst Position | 1.00 | | | |
| Project Manager, Recruitment Specialist Position | 1.00 | | | |

Should equal Total Operating costs