



How May NIDA CTN Mentor-Facilitated Training Award Funds Be Used?

The National Institute on Drug Abuse Clinical Trials Network (NIDA CTN) Mentor-Facilitated Training Awards (MFT) provide awardees funds for one year to develop projects that facilitate dissemination of published research. This document offers guidance on how these award funds may be used. **Questions? Please email NIDA_CTN_DI@bizzellus.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 a cocktail 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.	It Depends	These expenses are allowed if used to inform collaborators about your project's availability and to provide contact information. Please consult with your sponsor or MFT staff for guidance.
Communications Support	Hiring professional 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 costs pertain to the goals and objectives of award. Please consult with your sponsor or MFT staff for guidance.
Equipment Costs	Microphone for podcasts; iPads for conferences; jump drives to house electronic files.	It Depends	Allowable if directly related to the goals and objectives of the award. Please consult with your sponsor or MFT staff for guidance.
Food and Beverages	Cocktail receptions or happy hours.	No	
Promotional Giveaway or Raffles	Tee shirts, pens, post-it notes, other promotional items, and television programs, direct mail, or exhibits.	No	