

Appendix IX Form 1 Costs of Changes in Institutional Policies and Practices

Institution _____

Policy or Practice _____

Purpose of Change _____

Period Covered by Activity _____

Activity A. Review of Documents

N°	Hours worked	Monthly salary	Total cost
1			
2			
3			
4			
5			
6			
7			
8			
9			
<i>Subtotal personnel:</i>			

	Other expenses	Quantity used	Cost per unit	Total cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
<i>Subtotal other expenses:</i>				

Activity B. Drafting the Proposal

Nº	Hours worked	Monthly salary	Total cost
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<i>Subtotal personnel:</i>			

	Other expenses	Quantity used	Cost per unit	Total cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
<i>Subtotal other expenses:</i>				

Activity C. Presentations and Meetings

Nº	Hours worked	Monthly salary	Total cost
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<i>Subtotal personnel:</i>			

Nº	Other expenses	Quantity used	Cost per unit	Total cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<i>Subtotal other expenses:</i>				

Grand Total: