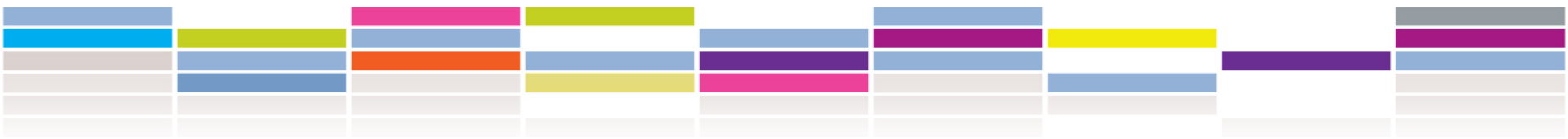


SSHRC  CRSH



Workshop: Insight Development Grant Budgets

University of Saskatchewan
November 2, 2017

Agenda

1. Overview of Budget Guidelines
2. Examples
3. Questions
4. Budget Development



Developing Your Budget



Personnel costs

- student
- non-student
- include student salaries/stipends and benefits, postdoctoral salaries, non-student research assistants, project coordinators, etc.
- keep costs for undergraduate, masters, and doctoral students separate
- U of S [student rates of pay](#)
- Benefits = 17.63% (hourly wage)
= 8.06% (monthly salary)



Developing Your Budget

STUDENT ASSISTANT RATES

Student	May 1, 2016 Hourly Rate	May 1, 2017 Hourly Rate	Monthly Rate * (Summer) (Based on Full-Time 40 hours/week)
Undergraduate in 1st Year	\$11.47	\$11.69	\$2,026.27
Undergraduate in 2nd Year	\$11.94	\$12.18	\$2,111.20
Undergraduate in 3rd Year	\$13.30	\$13.56	\$2,350.40
Undergraduate in 4th Year	\$14.52	\$14.81	\$2,567.07
Undergraduate in 5th Year	\$15.45	\$15.76	\$2,731.73

** Monthly rates are calculated as follows: Hourly Rate x 40 hrs per week x 52 weeks / 12 months*

Graduate student rate of pay is \$18.51 (masters and doctoral).



Developing Your Budget

PERSONNEL COSTS:

Type	Number	Cost	Justification (including breakdown)
<i>student salaries</i>			
Undergraduate			[<i>prose justification</i>] $(\$\$ + 17.63\% \text{ benefits}) \times ?? \text{ hrs} \times ?? \text{ weeks} = ??$
Masters			[<i>prose justification</i>] Hourly (salary): $(\$18.51 + 17.63\% \text{ benefits}) \times ?? \text{ hrs} \times ?? \text{ weeks} = ??$ Stipend: (\$16,000 suggested minimum) = ??
Doctoral			[<i>prose justification</i>] Hourly (salary): $(\$18.51 + 17.63\% \text{ benefits}) \times ?? \text{ hrs} \times ?? \text{ weeks} = ??$ Stipend: (\$20,000 suggested minimum) = ??
<i>non-student salaries</i>			
Postdoctoral			[<i>prose justification</i>] Fellowship: \$40,500 minimum
Professional / Technical Services			[<i>prose justification</i>] $\$$/\text{hr} \times ?? \text{ hours} = ??$
Other			[<i>prose justification</i>] $\$$/\text{hr} \times ?? \text{ hours} = ??$
Subtotal			

Note: students cannot receive an hourly wage and a stipend in the same calendar year.



Developing Your Budget



Travel and subsistence costs

- applicant; team member(s)
- students
- Keep travel costs for research separate from travel costs for dissemination (as well as applicants from students)
- U of S [travel policies and rates](#)



Developing Your Budget



Other expenses

- professional or technical services
- supplies and non-disposable equipment
- Honoraria are only paid to guest speakers.
- Other compensation: consulting fees, participant fees, cultural gifts, etc.
- Eligible and non-eligible expenses are listed in Tri-Agency's [Use of Grant Funds](#).
 - In the absence of a written Agency policy, the institutional policy, (e.g., per diem rates for travel), is to be applied.



Developing Your Budget

Other expenses

- Non-disposable equipment is highly scrutinized; you will need to justify including computers and other electronic devices—consider renting/borrowing from other researchers, SSRL, ICT, etc.
- Office supplies are only eligible if directly linked to the project
 - [List of Eligible and Non-eligible Expenses for Stationery and Office Supplies](#)

Dissemination of Research Results	Examples of Eligible Expenses
Costs associated with the dissemination of findings (i.e., through traditional venues as well as videos, CD-ROMs, etc.) are eligible, as are costs of preparing a research manuscript for publication.	Paper and ink cartridges for printing of different manuscript versions
	Research-related paper documents, posters and pamphlets distributed to conference, workshop and focus group participants



Budget Justification

Purpose:

- details how much, for what *and* how proposed expenditures relate directly to your objectives/methods
 - includes a rationale for why you need each budget item
-
- 500 characters per entry
 - [2017 Tri-Agency Financial Administration Guide](#)



Budget Justification

- SSHRC's principle of minimum essential funding
 - Committees may consider failing a project on the Feasibility criteria if 30% or more of the budget request is insufficiently justified and/or not appropriate to the proposed objectives or outcomes.
 - An application will automatically fail if the committee judges that 50% of the overall budget is insufficiently justified and/or not appropriate to the proposed objectives or outcomes.



Funds from Other Sources

Guidelines for Cash and In-Kind Contributions

Valuation of Eligible In-Kind Contributions

- fair market value
- use the Tri-Agency Financial Administration Guide as a baseline
- review examples provided by SSHRC



Funds from Other Sources

Examples of Cash and In-Kind Contributions



Category	Eligible	Non-Eligible
Salaries	<p>Actual salary cost (up to a maximum of \$80 per hour, or higher with justification) for employing experts to contribute directly to the project</p> <p>Portion of the salary of a project manager or research support staff person assigned to fulfill duties specifically related to the project</p>	<p>Payments to the project director, co-applicants and/or collaborators as consulting fees or honoraria (additional to his or her salary)</p> <p>Salary overheads, or external charge-out or consultant rates</p> <p>Salary and costs of administrative support staff</p> <p>Salary and costs of management activities not directly related to the project</p>



Funds from Other Sources

Examples of Cash and In-Kind Contributions



Category	Eligible	Non-Eligible
Travel and subsistence costs	<p>Reasonable out-of-pocket travel and subsistence expenses for work that is directly dedicated to the funded project</p> <p>Use of air mile points to pay for travel and subsistence</p> <p>Reasonable conference travel costs related to the funded project</p> <p>Conference registration fees; or a proportion of these fees if only part of the conference focuses on issues or topics related to the project</p>	<p>Costs to cover conference fees, travel, hotels, food, etc., to attend events, meetings, etc. that are unrelated to issues or topics related to the project</p>
Use of facilities	<p>Donated meeting rooms, space or facilities for which a fee is usually charged</p> <p>Donated additional office space that may be at the partner's site or at the academic institution, as long as the office space is over and above what is provided to the applicant as part of his or her regular employment conditions (e.g., additional office space required to accommodate students, international collaborators, etc., who are contributing to the initiative)</p> <p>Rental costs for specialized equipment needed at events</p> <p>Note: The value of donated meeting rooms should be calculated at the rates normally charged to staff, and not at rates charged to non-university clients.</p>	



Tips

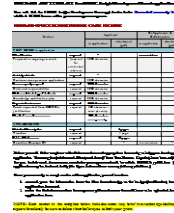
- Avoid math errors – check and recheck your numbers.
- Graduate students on an hourly wage can work up to 12 hours per week.
- Include funds from other sources that you have access to
 - SSRL in-kind contributions
 - Faculty travel fund
 - Supplemental scholarship from your department
 - Sabbatical funds
- Ensure that budget items are listed in the budget justification and are also accounted for in the detailed proposal.
- A careful, detailed budget makes it more difficult for the committee to recommend cuts.



Resources

Make full use of these resources:

- IDG application template
- [U of S Internal Review](#)
- [Research Facilitators](#)
- Previous U of S recipients and adjudicators
- U of S [Grants Repository](#)
- SSHRC's [Resource Centre for Grants](#)
- SSHRC Insight Development Program Officers
insightdevelopment@sshrc-crsh.gc.ca
(613) 996-6976



A small thumbnail image of a form, likely the IDG application template mentioned in the list. The form is a grid with multiple columns and rows, containing various fields and text. The text is too small to read, but the layout suggests a structured application form.

