

## GRANT BUDGETING: QUICK GUIDE

### BUDGET CHECKLIST

<b>Big picture</b>	<input type="checkbox"/> <b>Proportion:</b> The relative amounts of each expense category (e.g. wages, travel) are appropriate for your project ✓ When possible, salaries/stipends for trainees should be a significant portion of the budget ✓ Community research should have budget lines to recognize community participation (e.g., honoraria, hospitality)
	<input type="checkbox"/> <b>Order:</b> Justification follows the categories & order of budget table and is easy to calculate and compare to table
	<input type="checkbox"/> <b>Breakdown:</b> Showing your calculations demonstrates that your totals are reasonable and based on typical values e.g., Canadian conference costs include \$800 airfare, \$600 lodging (\$200*3 nights), \$450 registration, etc
<b>Personnel</b>	<input type="checkbox"/> <b>NU students:</b> Every attempt has been made to involve NU students and engage them in the research process
	<input type="checkbox"/> <b>Stipends:</b> Use stipends for students, which allows you to round up to a more competitive compensation rate
	<input type="checkbox"/> <b>Salaries:</b> If using salaries, use the rates below + 11% benefits + a 3% increase each year (exception: postdocs)
	<input type="checkbox"/> <b>Expenses:</b> Any travel & subsistence expenses connected to trainee's work should be captured in the Travel section
	<input type="checkbox"/> <b>Postdocs</b> may be included as a PI/CI <u>or</u> be paid as staff in the grant budget, but not both.
<b>Travel</b>	<input type="checkbox"/> <b>Types of travel:</b> Travel <i>for research</i> and travel <i>for communication</i> (e.g., conferences) are clearly distinguished
	<input type="checkbox"/> <b>Conferences:</b> Schedule conferences to share research <i>after</i> Y1; include names of conferences
	<input type="checkbox"/> <b>International travel:</b> Consider including travel/medical insurance, especially for travel <i>for research</i>
<b>Other</b>	<input type="checkbox"/> <b>Professional/technical services:</b> Specify <i>who</i> will be performing any professional services (e.g., translation)
	<input type="checkbox"/> <b>Knowledge translation:</b> Include open access fees for article publications & budget for other ways to share your work
	<input type="checkbox"/> <b>For SSHRC:</b> 'Other' items have been listed in a table, including costs and item #s
	<input type="checkbox"/> <b>Software:</b> Don't include software for which NU already has institutional licenses (e.g., SPSS, Qualtrics)

### AGENCY-SPECIFIC GUIDELINES

	Tri-Agency	CFI	Other agencies	Industry contracts
<b>Overhead</b>	0%	0%	25% (if unspecified)	40%
<b>Fringe benefits for salaries</b>	Add 11%	Add 11%	Add 11%	Add 11%
<b>Info on eligible expenses</b>	<a href="#">TAGFA</a>	<a href="#">Policy &amp; Program Guide</a>	Specific to funder	Specific to funder

### NU EXPENSE GUIDELINES

Rates quoted below are valid as of October 2024.

Honoraria		Meals during travel		Mileage		Printing		Other resources	
\$50/hour; \$175/half day; \$350/full day		North America: \$50/day International: \$60/day		\$0.46/km <a href="#">Rental vs Own Vehicle</a>		Print Plus's <a href="#">Price list</a>		<a href="#">Travel Policy</a> <a href="#">Honorary Policy</a>	
Research Assistants' Wage Scale			(Full RA descriptions <a href="#">here</a> )			Rate		Max average hours/week	
Undergraduate	Wage Grade I	Student Research/Field/Lab Assistant I				\$17.21		Students: Sep-Apr:	10
	Wage Grade II	Student Research/Field/Lab Assistant II				\$17.21		May-Aug:	35
	Wage Grade III	Student Research/Field/Lab Assistant III				\$17.21		Non-Students:	35
	Wage Grade IV	Student Research/Field/Lab Assistant IV				\$17.99			
Graduate	Wage Grade V	Masters				\$23.00		Stipend limits  Grad student max funding/year across all funding sources 40,000	
	Wage Grade VI	Doctoral				\$28.00			
Professional	Wage Grade III	Professional				\$19.76			
Postdocs <sup>1</sup>		\$52,900 annual salary + 4% vacation + 11% employer costs = \$61,068							

① Contact [research@early](mailto:research@early) to let us know you intend to apply. Submit your draft grant app for internal review via [Romeo](#) at least 3 weeks before the external deadline.