

Internal Grants Budget Advice

1. SALARIES

Describe in detail the tasks or nature of participation, and estimated hours for persons hired in each category.

Rates of pay: The rates below are based on the university salary grid for students. The rate paid depends on their skill level and how long they have worked for you (one year, two years or more). In the case of graduate students, if you feel that the skill level required for the position warrants paying the student a rate that is higher than the university rates, you are free to do so. Otherwise, the university rate should be used.

Please note: The university rates will be changing to reflect the changes in minimum wage.

From May 2011 to April 2012

Undergraduates

Rate A

1st year: \$10.08

2nd year and following: \$10.38

Rate B

1st year: \$10.69

2nd year and following: \$11.01

Graduates

1st year: \$13.18

2nd year and following: \$13.86

From May 2012 on

Undergraduates

Rate A

1st year: \$10.87

2nd year and following: \$11.20

Rate B

1st year: \$11.54

2nd year and following: \$11.89

Graduates

1st year: \$13.58

2nd year and following: \$13.99

Calculating cost: To calculate the total cost, use the following formula: rate of pay x total hours x 1.036 (stat pay) x 1.04 (vacation pay) x 1.1 (benefits). For example, 100 hours at a rate of \$9.65 costs \$1143.70.

Note that the term "benefits" includes statutory welfare benefits (CPP, EI and WCB) estimated to be approximately 10% of salary (it fluctuates depending the hours worked, 10% should cover the variance). Statutory holiday pay is a fixed rate of 3.6% and vacation pay is at a fixed rate of 4%. Any of these percentages

may be increased by law, or in the case of welfare benefits, may vary by individual.

Non-students: Explain why TWU students are not appropriate or cannot be hired. Use student rates adjusted for relevant qualifications except (a) for an employee of the University, in which case the appropriate University rate applies; or (b) where context justifies a different salary. (If you are planning on hiring someone who is a university employee please be aware that because the hours they will be working for you are being run through the same payroll system as the hours worked for the university, the combined hours between the two will be used to determine whether or not that person has worked overtime. That means you could end up paying for their work for you at an overtime rate.)

Clerical and other services (word processing, translating, recording, photocopying, etc.): Your academic unit is expected to provide routine services. Under exceptional circumstances these services may be funded if there is appropriate justification.

2. TRAVEL AND SUBSISTENCE

Travel must be essential to conduct your research. Reduced fares should be obtained whenever possible, and that accommodation expenses should be limited to reasonable amounts in the particular circumstances. Justification for lodging and travel expenses **MUST BE** included in the proposal.

For travel to a library or archive, explain why less expensive means (e.g. interlibrary loan, purchasing microfilm or photocopies) are unworkable. Attach a travel agent's quotation (e.g. fax or invoice) for the most economical carrier and route.

The university's rate for km reimbursement is \$0.40/km.

Subsistence rates are \$50/day for travel in North America and \$70/day for travel overseas. When international travel is involved, remember to convert the international rate into Canadian funds when totaling expenses.

Please refer to TWU's Research Travel Policy at <http://www.twu.ca/academics/research/twu-research-travel-policy-oct-10.pdf>.

3. MATERIALS AND SUPPLIES

Standard office and laboratory supplies, routine photocopying, and special cases involving unusual items or large quantities may be funded if there is appropriate justification, and if the granting agency allows for those expenses. For example, SSHRC does not allow for standard office supplies to be charged to their grants.

Where possible, use University facilities. Off-campus arrangements for fee must be thoroughly justified and requested at a rate applicable to the location. Please justify your estimates.

4. NON-DISPOSABLE EQUIPMENT

Purchase of specialized equipment (e.g., microfilm readers; photographic, audio, or video equipment; computers associated hardware, and software; laboratory equipment and accessories) may be funded if you justify this request in relation to the equipment you currently own and explain why the requested equipment:

- is essential to both this research project and your ongoing research program;
- is not available in your academic unit;
- cannot be rented more economically, or rental is impractical. Because a lap-top computer can be economically rented for short periods, sufficient justification for such a purchase must be provided.

Please note that equipment purchased with ASU, SIG, Diabetes, or Faculty Grant funds becomes the property of the University at the end of the grant term.

5. NOTES REGARDING USE OF FUNDS

Eligible uses of grant funds: A grant is for a specified project and may be used only for that purpose. If you have funds remaining at the end of your research project those funds may not be used for expenses for another grant project.

Residual or overspent budget: The Committee will not cover budget overruns. Any unspent balance automatically reverts to the Fund at the end of the grant term unless you apply for and justify an extension by applying to the Grants Committee in writing.

Dissemination costs: Dissemination costs not including travel to conferences for dissemination purposes (e.g., translation, preparing manuscripts, bibliographies, tables, illustrations) may be supported.

Employing family: A member of your family or household may be employed under special circumstances (e.g. highly specialized skills, translation from little known languages or dialects), or in field work in remote areas where employing independent personnel entails excessive costs or is demonstrably not practical. Please justify.

Student research: Research in the form of a student's thesis, dissertation or other product for satisfaction of the requirements for a degree cannot occupy a major portion of your project. The research must be directed by an eligible applicant who is ethically able to adopt first-author (or equivalent) status on all scholarly products that result from funding.