

Internal Grants Budget Advice

1. RESEARCH ASSISTANT WAGES

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

TWU Students: 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.

Note: Some disciplines will require higher rates due to the nature of the position (e.g. technician) or the status of the student (e.g. MSN students who are already nursing professionals).

Undergraduates

Rate A

1st year: \$11.97

2nd year and following: \$12.28

Rate B

1st year: \$12.59

2nd year and following: \$12.90

Graduates

1st year: \$14.18

2nd year and following: \$14.59

Calculating cost: To calculate the total cost, use the following formula: rate of pay x total hours x 1.04 (vacation pay) x 1.08 (CPP/EI/ WCB benefits costs). For example, 100 hours at a rate of \$11.97 costs \$1344.47.

Students may or may not qualify for stat pay (based on whether they work at least 15 days in the 30 days previous to the stat holiday). There isn't a straightforward formula to calculate that. If you anticipate that they will be working 3-4 days a week every week during some months of the research, count the stat holidays in those months as another day "worked" in your cost and add the equivalent hours for that day to your total hours.

Note: the term "benefits" refer to statutory welfare benefits (CPP, EI and WCB) estimated to be approximately 8% of salary (it fluctuates depending the hours worked, 8% should cover the variance). This is a cost related to employing a research assistant (not something paid to the research assistant). Student research assistants are paid vacation pay 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.

Note: 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 going 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. Contact Sue Funk in the Research Office for options to deal with this scenario.

Calculating cost: To calculate the total cost, use the following formula: rate of pay x total hours x 1.04 (vacation pay) x 1.08 (benefits). For example, 100 hours at a rate of \$14.18 costs \$1592.70.

Research staff may or may not qualify for stat pay (based on whether they work at least 15 days in the 30 days previous to the stat holiday). There isn't a straightforward formula to calculate that. If you anticipate that they will be working 3-4 days a week every week during some months of the research, count the stat holidays in those months as another day "worked" in your cost and add the equivalent hours for that day to your total hours.

Note: the term "benefits" refer to statutory welfare benefits (CPP, EI and WCB) estimated to be approximately 8% of salary (it fluctuates depending the hours worked, 8% should cover the variance). This is a cost related to employing a research assistant (not something paid to the research assistant). Research assistants who are not TWU students are paid vacation pay at a fixed rate of 4% if employed at TWU for 5 years or less, or 6% if employed at TWU for 6 or more years. If the rate of pay puts them in a higher category in TWU's salary scale, 6% will be used for the vacation pay rate. (Contact the Research Office for more information.) Any of these percentages may be increased by law, or in the case of welfare benefits, may vary by individual.

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:

- \$60 CAD/day for travel in Canada,
- \$60 USD for travel in the US,
- 60 Euro for travel in countries belonging to the eurozone, and
- \$75 CAD/day for travel to other overseas locations.

When international travel is involved, remember to convert the international rate into Canadian funds when totaling expenses. You can find a currency conversion tool at <http://www.bankofcanada.ca/rates/exchange/daily-converter/>.

Please refer to [TWU's Research Travel Policy](#). (Note subsistence rates will be updated in this document in a future policy update to reflect current rate. Also note that these rates are for budgeting purposes only. When you incur the expenses you will need to submit receipts.)

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, NSERC and CIHR do not allow for standard office supplies to be charged to their grants. Their policies apply to the SSHRC Institutional Grants (SIG). Click [here](#) for details.

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 or through TWU's Audio Visual Department;
- cannot be rented more economically, or rental is impractical. Because some equipment can be economically rented for short periods, sufficient justification for such a purchase must be provided.

Please note that equipment purchased with research funds becomes the property of the University at the end of the grant term.

5. MAXIMUM FUNDING AVAILABLE

The maximum amount you should ask to be funded for is \$7000 as that is the maximum that can be awarded. If you ask to be funded for more than the maximum amount you will likely create the impression that your project can't be carried out with less funds, and your application may be turned down (as the committee will not fund a research project that can't be productive with the amount available).

Your budget may be more than \$7000 if you have additional funding that will be contributing to the project. (E.g. \$1000 from ProD funds in addition to the \$7000 from the grant completion, for total project budget of \$8000.) Make sure you state the additional funding (and source) in the budget section.

6. 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. If there are funds remaining at the end of a grant term, TWU will allow an automatic one-year extension after the end of the funding period of the grant to allow the grantee to apply funds remaining in the grant account toward eligible expenses. If funds remain at the end of the extension period, the grantholder may request in writing an additional one-year extension by providing the Faculty/School Dean and the VPRGS a brief research update (1-2 pages) one month prior to the end of the original extension period. Any unspent funds that remain at the end of the additional extension period will be considered to be the residual balance of an expired grant.

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

Employing relatives: See [Chapter B- 2.00 Employment Policies - 2.11 Employment of Relatives](#) for the TWU policy on employing relatives. For research grants 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: For SSHRC funded applications, 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. If you need clarification, please contact the Research Office.