

Internal Grants Budget Advice

1. GENERAL TIPS

Form B - Budget Details is to provide the detailed information for the expenses in your budget and assist you with the calculations for those. When completing the budget justification section in Form A, please do not simply restate the information on the Budget Details form. The budget justification section should be used to provide the rationale for the expenses in your budget.

Make sure that you state all amounts in Canadian dollars. If a budget item will be purchased in another currency you will need to use an exchange rate to convert it. Use the Bank of Canada rates at <https://www.bankofcanada.ca/rates/exchange/daily-exchange-rates-lookup>.

When you have completed your application, make sure that the amount on the Total Amount Requested line in Section A of Form A is the same amount as the Total Requested line in Form B.

2. RESEARCH ASSISTANT WAGES

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

Current rates are posted at the Office of Research and Graduate Studies Sharepoint site: <https://sharepoint.twu.ca/orgs/Administering%20Grants/Research%20Assistants.aspx>.

TWU Students: The rate paid depends on their skill level and how long they have worked for you (one year, two years or more).

Undergraduate Students: For undergraduate students, Class B rates are usually used. If you have a senior undergraduate student with advanced skills who is doing work that is more at a graduate level, you can use the bottom of the Class C rates.

Graduate Students: For graduate students Class C is used. Use the bottom of the range if the skills required are basic skills for a graduate student. Use the top of the range if the skills required are more advanced skills.

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).

Calculating cost: To calculate the total cost, use the following formula: rate of pay x total hours x 1.04 (vacation pay) x 1.10 (CPP/EI/EHT/WCB benefits costs). For example, 100 hours at a rate of \$15.25 costs \$1744.60.

Student research assistants are paid vacation pay at a fixed rate of 4%.

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.

Benefits: The term "benefits" refer to statutory welfare benefits (CPP, EI, EHT and WCB) estimated to be approximately 10% of salary (it fluctuates depending the hours worked, 10% should cover the variance). This is a cost that an employer is required to pay to those agencies for each employee, and it will be charged to your grant account. It is not something that is paid to the research assistant.

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

Students cannot receive extended medical benefits. Only full time, permanent employees are eligible for that.

Non-students: Explain why TWU students are not appropriate or cannot be hired. Use student rates adjusted for relevant qualifications (e.g. for someone who has a Bachelor’s degree, use the low end of the Graduate rates), except where the context justifies a different wage.

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. Because grant funds are to be used economically, hours between the positions need to be managed so that overtime does not occur. For that reason, this should only be considered when the person is a part time employee. You should not hire someone who is a full-time university employee. Contact Sue Funk in the Research Office for more information.

Calculating cost: To calculate the total cost, use the following formula: rate of pay x total hours x 1.04 (vacation pay; or if the higher rate, 1.06) x 1.10 (benefits). For example, 100 hours at a rate of \$16.38 with 4% vacation pay costs \$1873.87.

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.)

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.

Benefits: The term "benefits" refer to statutory welfare benefits (CPP, EI, EHT and WCB) estimated to be approximately 10% of salary (it fluctuates depending the hours worked, 10% should cover the variance). This is a cost that an employer is required to pay to those agencies for each employee, and it will be charged to your grant account. It is not something that is paid to the research assistant.

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

Clerical and other services: Administrative support from your academic unit (e.g. Faculty Assistant) is not an eligible expense as it is considered an indirect cost of research. Only direct research costs can be included in a research grant application.

3. TRAVEL AND SUBSISTENCE

Travel must be essential to conduct your research. Reduced fares should be obtained whenever possible, and the accommodation expenses should be limited to reasonable amounts in the particular circumstances. Justification for lodging and travel expenses **MUST BE** included in the proposal. This includes providing PDF copies of quotes for airfare and accommodation costs. (Do not include links as they will not be active in the PDF copy of your application sent to the reviewers.) Please ensure that you are using competitive rates as the committee members are familiar with travel to many locations from their own research, and they will pick up on any costs that appear inflated. For assistance with airfare quotes see <https://www.google.com/travel/flights>.

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 quote for the most economical carrier and route.

The university's rate for km reimbursement is \$0.50/km.

Subsistence rates are:

- *For travel within Canada*
Breakfast \$14.00
Lunch \$16.00
Dinner \$30.00
Total = \$60.00/day (CAD)
- *For travel within United States*
Breakfast \$14.00 (US)
Lunch \$16.00 (US)
Dinner \$30.00 (US)
Total = \$60.00/day (US) - currently about \$80 CAD
- *For travel outside of Canada and the United States*
Breakfast \$20.00
Lunch \$22.00
Dinner \$43.00
Total = \$85.00/day (CAD)

For assistance with taxi fares in different cities see <http://www.worldtaximeter.com/all-cities>.

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.) You will also need to refer to TWU's [Business and Travel Expense Policy](#).

4. MATERIALS AND SUPPLIES

Standard office supplies should be provided by your academic unit. Specialized office supplies needed for research, 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 SSHRC's requirements for 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.

5. NON-DISPOSABLE EQUIPMENT

Purchase of specialized equipment (e.g. 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 is the property of the University. It is for your use as long as you are employed at TWU.

6. MAXIMUM FUNDING AVAILABLE

The maximum amount you should apply for is \$7000 as that is the maximum that can be awarded.

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. The formulas in the budget details form will subtract your additional funding from the total budget to give the total amount you are applying for.

If your total (minus additional sources of funding) is greater than \$7000 in Form B an error message will appear. When you correct your budget so that the amount you're requesting is \$7000 or less, the error message will be removed.

7. 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 and will be transferred to the TWU General Research Fund as per the [NSERC, SSHRC and University General Research Funds \(GRFs\)](#) policy.

Dissemination costs: Dissemination costs, not including travel to conferences for dissemination purposes, may be supported. Examples are translation, preparing manuscripts, bibliographies, tables, illustrations. These **must be** part of the larger research project you are applying for.

Employing relatives: See [Chapter B- 2.00 Employment Policies - 2.11 Employment of Relatives](#) for the TWU policy on employing relatives. Also see TWU's [Conflict of Interest in Research](#) policy, specifically 1.4, and 3.3. For research grants, a member of your family or household would only 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. You will need to justify why it is essential, and demonstrate that you have seriously pursued other possibilities that do not involve hiring a member of your family, and you will be required to provide documentation that shows that you seriously pursued other possibilities.

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. If you need clarification, please contact the Research Office.