

- Go through all funding application requirements
  - RSO Research Opportunities Database:  
<https://research.ucalgary.ca/conduct-research/funding/search-funding-opportunities/database>
  - Website of the application (example: SSHRC)  
[https://www.sshrc-crsh.gc.ca/funding-financement/instructions/index-eng.aspx?fid=ig\\_instr](https://www.sshrc-crsh.gc.ca/funding-financement/instructions/index-eng.aspx?fid=ig_instr)

- Be prepared to justify ALL of your costs

Fees for a conference presentation \$1800.

**VS.**

Fees for attending 3-day conference to present findings at the 2021 Canadian Rheumatology Association. Return Airfare Calgary to Toronto = \$800; Accommodation at Best Western Toronto 3 days/4 nights\*\$150/night (includes taxes) = \$600; Registration fees for one team member = \$300; UCalgary per diem rate for national travel \$51/day\*3 days = \$153. **Total = \$1853.**

- Write down a draft list of items as you are developing your methods and knowledge translation sections.
- If there are items you aren't sure of in terms of price, start trying to figure out quotes to save time later.

- If there is an application system, log in and check the requirements for uploading and formatting the budget to avoid last minute surprises when applying.



# Typical Sections of a Budget



- Personnel
  - This is usually the largest budget category in terms of funds asked
  - The people typically doing the day-to-day work and may not include specialized/professional services/consultants (in another category)
  - Generally funding applications will say that you determine pay rate/benefits as laid out by the institution (i.e., UCalgary's rules/guidelines for hiring)

- Research Staff/Non-Students
  - Paid as employees/AUPE
    - Salary depends on AUPE classification
    - You need to account for benefits in your personnel costs. See this webpage to download a benefits cost calculator to get the best estimate of this for your budget:  
<https://www.ucalgary.ca/finance/>

- Trainees/Students
  - Undergrad
    - Usually hired casual, hourly basis, Phase 1 AUPE
    - Salary \$17-20/hour + 10.4% for benefits
    - Maximum 22.5 hours/week
  - Graduate
    - As GAR (Graduate Assistant – Research)
      - Hourly basis, GSA
      - Salary \$25-40/hour + 8% for benefits
      - Maximum 450 hours per GAR year (July-June)
    - With Stipend



- Don't forget salary increments for AUPE!
  - Typically, the rate is 3% per year – just add to the hourly rate from the previous year (example coming up)

- Travel Costs
  - Be realistic and reasonable
  - Travel related to doing the research
  - Travel related to dissemination/KT
    - if this is too high it may look unreasonable

- Travel Costs – for Research
  - Travel to sites for training RAs
  - Gas/mileage for recruitment
  - Vehicle rentals
  - Accommodation for data collection trips
    - List of preferred hotel vendors

- Travel Costs – for Dissemination/KT
  - Conference registration fees
  - Airfare
  - Accommodation
  - Per diem for food/sustenance
    - Canada - \$51 CAD/day
    - United States - \$51 USD/day
    - International - \$75 CAD/day
  - Travel to and from airport (taxi, bus, etc.)

- Materials and Supplies/Consumables
  - Office supplies (pens, chart paper, etc.)
  - Hospitality
    - Food/drinks for focus groups
  - Recruitment posters and printing

- Equipment/Non-consumables
  - Computer
  - Audio recorder
  - USB keys
  - Photography equipment

- Professional Services/Consultants
  - Biostatistician
    - usually \$80/hour
  - Transcription
    - usually \$25-\$35/hour – 3 hours of transcription for 1 hour of audio
    - \$1.50/minute for online service
- Other examples:
  - Program evaluation consultant
  - Computer programmer
  - Photographer
  - Web developer

- Dissemination/Knowledge Translation
  - Open access fees for journals
    - Example: BMC Nursing
  - <https://bmcnurs.biomedcentral.com/>
  - Symposium/meetings with community
  - Catering for events
  - Intervention handbooks
  - Posters/flyers



- Other Expenses
  - Advertising costs for recruitment (e.g., social media)
  - Honorarium
  - Incentives
  - Professional development for training