GRANT BUDGETING: QUICK REFERENCE

USING THIS GUIDE

Checklist:
- ☐ Contact research@ early to let us know you're planning to apply. This is critical if you require any NU contributions or support (UTS, dedicated space).
- ☐ Use the guidelines below to help plan your budget
- ☐ Submit draft application for internal review via Romeo
- ☐ Make any edits and submit through the agency portal 2 business days before deadline. Email research@ to submit on your behalf.

Rates quoted below are valid as of October 2022. Contact research@nipissingu.ca if you would like an update.

AGENCY-SPECIFIC GUIDELINES

	Tri-Agency	CFI	Other agencies	Industry contracts
Overhead	0%	0%	25% (if unspecified)	40%
Fringe benefits for salaries	11%	11%	11%	11%
Info on eligible expenses	TAGFA	Policy & Program Guide 2019	Refer to specific agency instructions	Refer to specific agency instructions

NU EXPENSE GUIDELINES

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 Rental/Own Vehicle Comparison	Print Plus's Price list	Travel Policy Honorarium Policy

Research Assistants' Wage Scale		(*Full RA descriptions* here)	Rate	Max average hours/wk	
Undergraduate	Wage Grade I	Student Research/Field/Lab Assistant I	$16.12	Students: Sep-Apr:	10
	Wage Grade II	Student Research/Field/Lab Assistant II	$16.12	May-Aug:	35
	Wage Grade III	Student Research/Field/Lab Assistant III	$16.12	Non-Students:	35
	Wage Grade IV	Student Research/Field/Lab Assistant IV	$17.99		
Graduate	Wage Grade V	Masters	$23.00	**Stipend limits**	
	Wage Grade VI	Doctoral	$28.00	Grad student max funding per year across all funding sources	40,000
Professional	Wage Grade III	Professional	$19.76		

Postdocs[1] $52,900 annual salary + 4% vacation + 11% employer costs = $61,068

TRI-AGENCY PROJECT TEAM ELIGIBILITY

		SSHRC	NSERC	CIHR
Primary affiliation with a Canadian postsecondary required?	**Applicant/PI:**	Yes	Yes	Yes (Nominated primary applicant) No (Applicant)
	Co-Applicant:	Yes (Insight) No (Insight Development) No (Partnership, Connection)	Yes	No
	Collaborator:	No	No	No
Postdocs[1] and PhD candidates allowed to apply?	**Applicant/PI:**	Yes (*see exception*)[2]	No	No
	Co-Applicant:	Yes (*see exception*)[2]	No	Yes
	Collaborator:	Yes		Yes
Access to grant funds?	**Collaborator:**	No[3]	No	
More on applicant eligibility:		IGs; CGs; Partnership	NSERC grants	CIHR

[1] Postdocs may be included as a PI/CI **OR** be paid as staff in the grant budget, but not both.
[2] Exception: PhD candidates aren't eligible to act as applicants or co-applicants in Connection Grant applications.
[3] Exception: SSHRC covers certain travel and subsistence-related expenses for collaborators.

Notes on Creating a Budget

When creating a budget for your grant application, you will need to calculate overhead and fringe benefits as specified in the chart. For budgeting RA/postdoc salaries, use the latest RA Wage Grade chart.

The budget is a critical piece of any grant proposal. To ensure that your budget is as strong as possible, ask yourself the questions below after you have drafted a budget. (Since OGSR will be asking the same questions when they review your application, this may save you being asked to resubmit your budget.)

Ask yourself…

1. **Expense categories:** Do the categories of expenses follow funding agency & NU guidelines?
2. **Calculations:** Are all amounts correctly calculated?
   a. Has overhead been appropriately calculated, if applicable?
   b. Have fringe benefits been correctly calculated for salaried positions?
3. **NU and external contributions:** If your budget includes contributions from NU or other sources:
   a. For NU contributions, have you requested matching funds from the Research office?
   b. Does the expense comply with funder & NU guidelines related to the outside contribution?

Grant writing tips from seasoned researchers

Project team	Craft your project team carefully, keeping in mind the following:
	Eligibility: Agencies have different eligibility criteria for PIs and CIs, including whether affiliation with a Canadian postsecondary is required and the eligibility of postdocs. Check the chart on the following page and the agency's guidelines.
	Staff salaries: Since most agencies don't permit a PI or CI to be remunerated with grant funds, it's important to consider the best role for postdocs and non-academic partners. They may be eligible to be a CI, for example, but if you wish to include a salary/stipend for them in the grant budget, then naming them a CI won't work.
Budgeting margins	It's common for agencies to award less than the original budget request. The tip below may help you plan for a budget cut.
	Stipends instead of salaries: Some researchers budget for stipends instead of salaries, which are not restrained by institutional hourly wage rates. Budgeting for larger stipends can provide a cushion to help absorb budget cuts.