Budget for Tri-Agency applications:

**Prepared by Rania Nasrallah-Massaad, PhD, Research Advisor, Last revised May 1, 2024**

The information provided in this document are based on the Tri-Agency Financial Administrative Guide, please refer to it for more information:

<https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp>

# **Salaries and bursaries:**

**Research Assistants**

For hourly rates for research assistants according to CUPE2626 collective agreement see: <https://2626.ca/academic-workers/your-rights/salary-rates/>

Salary estimates for graduate and undergraduate students from 2024-2029 are provided in the tables below; for more information on the 2022-2025 collective agreement see: <http://hrdocrh.uottawa.ca/info/en-ca/cupe/policies.html>

These are the salary estimates as of May 2024:

<https://research.uottawa.ca/sites/research.uottawa.ca/files/cupe2626_projection_budget_tool.pdf>

Graduate student (research assistant) salary estimates: hourly rate including 4% vacation pay +12.62% statutory benefits +2% annual increase (consistent with CUPE2626 collective agreement); standard contract 130 hours/semester, max contract 170 hours/semester.

|  |  |  |  |
| --- | --- | --- | --- |
| **PERIOD** | **Hourly Rate** | **Salary for 130 hours** | **Salary for 170 hours** |
| 09/01/2024 –08/31/2025 | $58.60 | $7618.20 | $9962.26 |
| 09/01/2025 –08/31/2026 | $59.77 | $7770.57 | $10161.51 |
| 09/01/2026 –08/31/2027 | $60.97 | $7925.98 | $10364.74 |
| 09/01/2027 – 08/31/2028 | $62.19 | $8084.50 | $10572.03 |
| 09/01/2028 – 08/31/2029 | $63.43 | $8246.19 | $10783.47 |
| Research assistant salaries based on CUPE2626 collective agreement | | | |

Undergraduate student (research assistant) salary estimates: hourly rate including 4% vacation pay +12.62% statutory benefits +2% annual increase (consistent with CUPE2626 collective agreement); standard contract 130 hrs, max contract 170 hours.

|  |  |  |  |
| --- | --- | --- | --- |
| **PERIOD** | **Hourly Rate** | **Salary for 130 hours** | **Salary for 170 hours** |
| 09/01/2024 –08/31/2025 | $37.19 | $4834.72 | $6322.32 |
| 09/01/2025 –08/31/2026 | $37.93 | $4931.41 | $6448.77 |
| 09/01/2026 –08/31/2027 | $38.69 | $5030.04 | $6577.74 |
| 09/01/2027 – 08/31/2028 | $39.47 | $5130.64 | $6709.30 |
| 09/01/2028 – 08/31/2029 | $40.26 | $5233.25 | $6843.48 |
| Research assistant salaries based on CUPE2626 collective agreement | | | |

**Soft Funded Research Bursary (SFRB) or scholarship**

* Soft funded bursaries with obligations are governed under University of Ottawa policy 110. For more information see, <https://www2.uottawa.ca/about-us/policies-regulations/policy-110a-graduate-students-holding-soft-funded-research-bursary>

**Recommended annual amount:**

Masters: **$18,000 - $20,000**

Doctorate: **$18,000 - $20,000**

Form for Soft-Funded Research Bursary: <https://telfer.uottawa.ca/assets/research/documents/2016/Tools/Request-for-Bursary-form(1).pdf>

## **What is the difference between a research assistantship and a soft funded student?**

Research assistantships: work contract under the CUPE2626 collective agreement

* with benefits (vacation pay and annual increase) and payroll deductions (union dues and income tax)
* fixed hourly rate and a contract for a limited number of hours (max 10 hrs/week for full-time students),
* *researcher is an employer*, with an employee-employer contract for work related to professor’s project
* available to full-time or part-time students

Soft funded research scholarships: awarded to graduate students

* financed by external grant funding
* *without* *any contractual obligations*
* *researcher is a mentor*

Soft funded research bursaries: students receive a research grant

* *conditional on the performance of a function or the execution of a project/activity*
* financed by grants paid by an external organization to a professor
* *researcher is a mentor* supervising work related to a student thesis or program requirements
* available to full-time graduate students only

**Advantages of soft-funded bursaries for professors**: no employer-employee contract, job posting is not required, no paid benefits or holidays

**Disadvantages** **of soft-funded bursaries for professors**: student commitment may vary, work not directly related to professor’s project

**Postdoctoral salary minimum $34000/year**

<https://virtuo.uottawa.ca/en/research-innovation/human-resources/hr-research/budgeting-tool-postdoc-employees>

For more information on postdoctoral fellows at the University of Ottawa, see <https://www.uottawa.ca/graduate-studies/postdoctoral-fellows>

For more information on the status of postdoctoral fellows in policy 123, see <https://www2.uottawa.ca/about-us/policies-regulations/policy-123-postdoctoral-fellows>

Budgeting tool for Postdoctoral Fellow employees: https://research.uottawa.ca/sites/research.uottawa.ca/files/pdf\_projection\_budget\_tool.pdf

## **For the budget justification:**

You can include a summary table

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Summary - Personnel costs** | | | | | | |
| Personnel | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| Student salaries and benefits | $ | $ | $ | $ | $ | $ |
| Postdoctoral fellows | $ | $ | $ | $ | $ | $ |
| Non-student salaries | $ | $ | $ | $ | $ | $ |
| Sub-total | $ | $ | $ | $ | $ | $ |

# **Travel costs for data collection or conference:**

* + Reasonable out-of-pocket travel and subsistence expenses for work that is directly dedicated to the funded project
  + Reasonable conference travel costs related to the funded project
  + Conference registration fees or a proportion of these fees if only part of the conference focuses on issues or topics related to the project

**List of total allowable claims for travel in Canada and USA:** Must be precise and give estimate/quotes. e.g. if used Air Canada Website for a quote clearly state date. Refer to following link for more information <https://www.njc-cnm.gc.ca/directive/app_d/en>

|  |  |
| --- | --- |
| **Expense** | **Per diem** |
| Meals | breakfast, **$20.65;** lunch, **$20.90**; supper, **$51.25; TOTAL 110.10** |
| Transportation | **56.0 cents/km; car rental $80, Taxis/Uber, train, airfare** |
| Hotel | see CAUBO special rates |
| Incidentals | **$17.30** |

## **For the budget justification:**

You can include a summary table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel – Data Collection/Field work (Travel to: \_\_\_\_\_)** | | | | |
| **Travellers** | **Transportation** | **Hotel X nights** | **Meals X Days** | **Total** |
| Principal investigator | $ | $ /night = | $ /day = $ | $ |
| Team member(s) | $ | $ /night = | $ /day = $ | $ |
| Student(s) | $ | $ /night = | $ /day = $ | $ |
| **Sub-total** | **$** | **$** | **$** | **$** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Travel – Applicant, Team Members & Students (Name of conference: \_\_\_\_\_\_\_\_\_)** | | | | | |
| **Travellers** | **Transportation** | **Hotel X nights** | **Meals X Days** | **Registration** | **Total** |
| Principal investigator | $ | $ /night = | $ /day = $ | $ | $ |
| Team member(s) | $ | $ /night = | $ /day = $ | $ | $ |
| Student(s) | $ | $ /night = | $ /day = $ | $ | $ |
| **Sub-total** | **$** | **$** | **$** | **$** | **$** |

# **Knowledge mobilization:**

* + Costs of developing web-based information, website maintenance fees.
  + Costs associated with the dissemination of findings (traditional venues, videos, etc…).
  + Page charges for articles published (e.g. costs of publishing in an open access journal or making a journal article open access).
  + Costs of preparing a research manuscript for publication.
  + Translation costs associated with dissemination of findings.
  + **must be precise and give estimates/quotes, provide URL**

# **Services and Miscellaneous Expenses**

* + Costs of membership in professional associations or scientific societies if required for the research program/project.
  + Monthly parking fees for vehicles if required for field work and only for month(s) when field work was conducted.
  + Translation costs and editing costs
  + Professional transcribers
  + Equipment (computer, software, recorders, headphones, etc)
  + Data acquisition cost – polling firm, Stat Can or CIHI data access fees, Long distance call costs
  + **must be precise and give estimates/quotes, provide URL**

# **How to evaluate cost of research dissemination activity or to hold team meetings**

* + As most meeting rooms in the Telfer School are free for Telfer professors, it is possible to enter their cost in the in-kind budget

e.g. rental of **Desmarais 4101 $428.46 (includes $350 + $50 audio-visual install/dismantle + $28.46 housekeeping)**

e.g. rental of **event room Desmarais 12102 $700 (includes $350 rental and next day housekeeping service)**,

* + Costs of holding a workshop or seminar, the activities of which relate directly to the funded research (including non-alcoholic refreshments or meal costs).

e.g. Lunch catering from **Cafe Deluxe includes sandwich, salad, desert, drink, paper plates, cups = $20/person**

* + [**Cafe Deluxe menu**](https://cafedeluxe.ca/catering-menu/)
  + [**La Botega menu**](https://www.labottega.ca/pages/catering)