

Budget for Tri-Agency applications:

Prepared by Rania Nasrallah-Massaad, PhD, Research Advisor, Last revised October 7, 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

1. 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://hrdochrh.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](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 \$37000/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	\$	\$	\$	\$	\$	\$

2. 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
- Please refer to [uOttawa Procedure 16-14](#) for the Approved Reimbursement Rates.

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, \$24.90; lunch, \$25.20; dinner, \$61.85; TOTAL 129.25
Transportation	60.5 cents/km; car rental, 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	\$	\$	\$	\$	\$

3. 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**

4. 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)
 - [SurveyMonkey](#) – **uOttawa recommended and supported** and uOttawa has subscription, but monthly cost is \$84/user for Team Premier (equivalent to uOttawa access)
 - [Qualtrics](#) – Telfer annual subscription cost - \$13,500
 - [NVivo](#) – uOttawa has subscription but initial cost is \$1249
- Data acquisition cost – polling firm, Stat Can or CIHI data access fees
- **must be precise and give estimates/quotes, provide URL**

5. 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](#)
- [La Botega menu](#)