

# Budget for Tri-Agency applications:

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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](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/your-rights/academic-workers/salary-rates/>

Salary estimates for graduate and undergraduate students from 2025-2030 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:

[CUPE-salaire-du-20220901-au-20250831.pdf](#)

Graduate student (research assistant) salary estimates: hourly rate including 4% vacation pay + 2.5% holiday pay + 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
09/01/2025 – 08/31/2026	\$59.85	\$7,780.50	\$10,174.50
09/01/2026 – 08/31/2027	\$61.05	\$7,936.50	\$10,378.50
09/01/2027 – 08/31/2028	\$62.27	\$8,095.10	\$10,585.90
09/01/2028 – 08/31/2029	\$63.52	\$8,257.60	\$10,798.40
09/01/2029 – 08/31/2030	\$64.79	\$8,422.70	\$11,014.30
Research assistant salaries based on CUPE2626 collective agreement			

Undergraduate student (research assistant) salary estimates: hourly rate including 4% vacation pay + 2.5% holiday pay + statutory benefits + 2% annual increase (consistent with CUPE2626 collective agreement); standard contract 130 hrs, max contract 170 hours/semester.

PERIOD	Hourly Rate	Salary for 130 hours	Salary for 170 hours
09/01/2025 – 08/31/2026	\$37.93	\$4,930.90	\$6,448.10
09/01/2026 – 08/31/2027	\$38.69	\$5,029.70	\$6,577.30
09/01/2027 – 08/31/2028	\$39.47	\$5,131.10	\$6,709.90
09/01/2028 – 08/31/2029	\$40.26	\$5,233.80	\$6,844.20
09/01/2029 – 08/31/2030	\$41.07	\$5,339.10	\$6,981.90
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, increasing to \$39,000/year in 2026**

<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/study/graduate-studies/becoming-postdoctoral-fellow>

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>

Salary scales for non-unionized contractual research staff paid from grants and external contracts, 35 hours per week - Non-unionized contractual staff in a non-management position [Policy 47 - NC/NR]

<https://hrdocrh.uottawa.ca/info/en-ca/nuro/concepts/compensation/salary-scale-non-union-NR-35.html>

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](https://www.njc-cnm.gc.ca/directive/app_d/en)

Expense	Per diem
Meals	breakfast, \$28.40; lunch, \$27.40; dinner, \$57.70; TOTAL <b>130.80</b>
Transportation	62.5 cents/km; car rental, Taxis/Uber, train, airfare
Hotel	see CAUBO special rates, private accommodation - \$20/night
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 = \$	\$
<b>Sub-total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

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 = \$	\$	\$
<b>Sub-total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

### 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
- Data acquisition cost – polling firm, Stat Can or CIHI data access fees
- Equipment (computer, software, recorders, headphones, etc)

Example: SPSS statistical software for profs and student \$200/year [Software | About us](#), if required for multiple years: 2 people x \$200 x 3 years = \$1200

**\*must be precise and give estimates/quotes, provide URL, for software and computer always contact Telfer IT for estimates**

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

- Most meeting rooms in the Telfer School are free for Telfer professors, for example it is possible to enter the cost of DMS 4101 as in-kind in the budget e.g. \$350 for DMS 4101; incidentals, A-V and housekeeping are not considered in-kind

e.g. rental of [Desmarais 4101](#) \$428.46 (includes \$350(in-kind) + \$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), everyone must pay for DMS 12102.

- 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, dessert, drink, paper plates, cups = \$25/person

- [Cafe Deluxe menu](#)
- [La Botega menu](#)