

# 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/academic-workers/your-rights/salary-rates/>

Salary estimates for graduate and undergraduate students from 2020-2026 are provided in the tables below; for more information on the 2019-2022 collective agreement see

<http://hrdocrh.uottawa.ca/info/en-ca/cupe/policies.html>

These are the salary estimates as of May 2021:

[https://research.uottawa.ca/sites/research.uottawa.ca/files/cupe2626\\_projection\\_budget\\_tool.pdf](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 +10% statutory benefits +1.25% 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
09/01/2022 –08/31/2023	\$50.19	\$6524.70	\$8532.30
09/01/2023 –08/31/2024	\$50.82	\$6606.60	\$8639.40
09/01/2024 –08/31/2025	\$51.45	\$6688.50	\$8746.50
09/01/2025 –08/31/2026	\$52.09	\$6771.70	\$8855.30
09/01/2026 –08/31/2027	\$52.74	\$6856.20	\$8965.80

Research assistant salaries based on CUPE2626 collective agreement

Undergraduate student (research assistant) salary estimates: hourly rate including 4% vacation pay +10% statutory benefits +1% 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
09/01/2022 –08/31/2023	\$31.85	\$4140.50	\$5414.50
09/01/2023 –08/31/2024	\$32.24	\$4191.20	\$5480.80
09/01/2024 –08/31/2025	\$32.65	\$4244.50	\$5550.50
09/01/2025 –08/31/2026	\$33.05	\$4296.50	\$5618.50
09/01/2026 –08/31/2027	\$33.46	\$4349.80	\$5688.20

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**

## 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, limited to 5 hours/week, 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](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

**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.caubo.ca/discover-caubo/caubo-travel-guidelines/>

Expense	Per diem
Meals	breakfast, \$22.80; lunch, \$23.05; supper, \$56.60; TOTAL 102.45
Transportation	61.50 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 = \$	\$
<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>	\$	\$	\$	\$	\$

### 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)
- 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**

### 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 minimum (includes \$350 + \$50 audio-visual install/dismantle+ \$28.46 housekeeping) + \$25/hr for AV tech on-site during event

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 **La Bottega Nicastro includes sandwich, salad, desert, drink, paper plates, cups = \$22/person**