Guideline for funding from other sources (in-kind and in cash) for Tri-Agency grants

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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

1- Salaries related to research project – in-kind

- ***Salaries from non-academic partner/collaborator*** directly related to data collection, data analysis, dissemination activities or manuscript preparation. For example participation of CEO of a non-profit to data analysis process. Obtain/estimate hourly rate of CEO and multiply by estimated number of hours allocated to the project.

- ***Salaries of administrative support from non-academic partners/collaborators*** in organizing meetings, dissemination activities or manuscript preparation. Obtain/estimate hourly rate of support staff and number of hours they will contribute to research project to estimate amount to request.

- ***Consulting fees and/or technical expertise*** directly related to the funded project (e.g. communication professionals, lawyers, etc.). Obtain hourly rate and multiply by estimated number of hours required to perform duties or request a quote for fees

- ***Librarian services***:
  - ➢ preparing research literature reviews
  - ➢ help with research data management and analyses that are not covered by the Librarians regular services
  - ➢ planning seminars/workshops/training sessions related to the project
  - ➢ training students to use databases or software required for the project
  - ➢ other services that are not part of the regular services offered

  Cost estimation: an average level 3 fees based on APUO collective agreement May 1 2018-2021 = **$72/hour**.
  e.g. Training required for the conduct of the research project (professional development training such as the use of software, novel techniques): Librarian level 3 in 2020 worth $72/hr **$720 for 10 hours of software training for NVIVO 11 (2 hrs), SPSS (2hrs), R (2 hrs), Stata (1.5 hrs), Zotero (2.5 hrs)**

- *Research Protected time* – **in cash (case by case basis so would need to be discussed with Vice Dean Faculty)**
    1. 3 credit course (39 hrs) = $8400
    2. A research protected time of one course per year of funding for each successful tri-council grant

- *Support from Research Office*
    1. **Administrative services** for Kathy to support the organization of a special workshop or event related to the project, travel arrangements for special guests involved in the project, etc.
    2. **Knowledge mobilization** for a special event, media training, creation of a video, communication support, advertising on website

must talk to the Research Office in advance about the services needed to see if possible and make arrangements for number of hours needed

2- Scholarships – in cash

- *Telfer graduate student admission scholarships or teaching assistantships*: if registered full-time and GPA>8.0/10 for PhD or 9/10 for MSc
    https://telfer.uottawa.ca/en/mschs/tuition-funding
    https://telfer.uottawa.ca/en/phd/funding

Level	# years of studies	Amount
MSc Canadian	1 year	7500
PhD Canadian	up to 4	20000

- All Telfer *PhD students in Management receive teaching assistantships* of minimum $7855/year.

- *SMRG Student Thesis Research Grant* for MSc students in Management, Health System and DTI program - $4000 as salary support.

- *University of Ottawa graduate student scholarships from Office of Vice President Research* if registered for full-time studies (all PhD students with GPA> 8.0/10, all MSc students with GPA> 9.0/10) are matched by Telfer Admission Scholarships for a maximum of 4 years

Level	# years of studies	Amount
MSc Canadian	1year	7500/year
PhD Canadian	up to 4	9000/year

3- Travel expenses related to project

- Telfer *SMRG travel awards* to conferences – in cash:
    - $3200/year for Telfer professors
    - $1000/year for MSc students
    - $3000/2 years for PhD students

- Use of *air mile points* to pay for travel and subsistence – in-kind:
    - $0.105/mile https://www.airmiles.ca/arrow/Overview?_requestid=20672

- Travel costs for team meeting – in cash:
    - Combining team meeting with a Management or Health System Research Seminar that would be provided by guest professors. Seminar series would pay for transportation.

  must talk to Program directors in advance or write as not confirmed

4- Software, technologies and database:

- **Donated NEW OR USED Computers and Electronic Communications**
    i. Computers, tablets, modems, emerging technology and other hardware and/or specialized software required for the research, and with adequate justification establishing the need in relation to the funded research

    ii. Cellular phones, smartphone or other electronic devices when they are necessary for research purposes (e.g., data collection), and/or for personnel safety reasons with adequate justification.

    iii. Monthly plan fees for electronic devices when being used for the research purposes (e.g., data collection), and/or for personal safety reasons only.

- **Software, new technologies and databases:** Cost of purchasing licenses needed for the project, if not provided by the institution

i. Development cost of new technologies related to the project: for example any specific tools or software modifications or other related services that need to be developed by IT services, specific to the actual project. Can request a cost estimate from IT support and add it to in-kind expenses. Must justify its relevance to the project.

ii. Open access publishing: The University of Ottawa has an institutional membership that gives eligible authors a 65% discount on standard article processing charges to BioMed Central, Springer Open, and Chemistry Central journals. Manuscripts submitted on or after May 1st, 2018 are eligible for this discount. Eligible authors must select uOttawa from a dropdown list during the submission process. https://scholarlycommunication.uottawa.ca/uottawa-initiatives/financial-support

iii. Data contribution from a non-academic partner
Non-academic partners can contribute to the project by providing data. Value of the data can be estimated and added as in-kind. To estimate the value of the database:
- Evaluate time required to collect these data, but keep the amount reasonable as student hourly rates are high at uOttawa.
- Evaluate how much an organization would be willing to pay to purchase the data.

iv. Costs of collecting and archiving data where the data are critical to the success of the project; there is a commitment to archive the data, once suitably cleaned, in a public database within a reasonable time following the completion of the project; and the database remains in the public domain
- See uOttawa Library Research Data Management services:
- https://biblio.uottawa.ca/en/services/faculty/research-data-management

v. Reduce rates on software available through uOttawa IT support, contact IT for others
https://it.uottawa.ca/software

MatLab statistics program $300
SAS stats software $50/year
SPSS stats software $110/year

5- Professional expenses - reimbursement (PER) according to APUO collective agreement:

- University of Ottawa Professional expenses reimbursement (PER fund) – in cash

➢ effective January 1, 2011: **$1,625/year**, refer to following link
http://www.apuo.ca/wp-content/uploads/2018/10/APUO_CA_2018-2021_Final.pdf

➢ e.g. of PER expenses include: membership fees for professional societies, travel expenses and registration fees for conferences related to the Member's professional responsibilities, publication costs, and purchase of instructional and research material (e.g., books, equipment, supplies, software, journal subscriptions).

6- Using existing SMRG grant as cash – in cash

▪ For those who already hold a SMRG Research Grant and who wish to leverage it in a tri-council application, it is possible to repurpose these funds as a cash contribution to a SSHRC proposal to cover some of the expenses.

must talk to the Research Office