**BUDGET JUSTIFICATION (maximum two pages) Remove the explanations**

**Funds requested from SSHRC: $000,000 CAD**

*Stream A: $7,000 to $100,000*

*Stream B: $100,001 to $400,000 (total yearly maximum $100,000)*

**Personnel Costs *$00,000 (% of total budget)*** (refer to [student salaries and stipends](http://socialsciences.uottawa.ca/research/student-salaries))

**Student Salaries and benefits/stipends:** Detail how many undergraduate, masters and PhD students will be working on the project, the number of hours if it’s an RA, the cost per student and a one line description of the work to be completed.

**Student Salaries**

RA positions and stipends are based on University of Ottawa rates and include 9.2% benefits and 4% vacation.

Year 1: 1 MA student $49.67 x 130 h = $6,457.10 – Assist PI in the collection of documents, the creation of the survey, etc.

Year 2: 1 MA stipend = $6,500 – Engage in interviews, participant observation to collect data towards their thesis, etc.

1 undergraduate student $32.02 x 130 h = $4,162.60 – Coding of data using NVivo.

Year 3: 1 PhD student $51.26 x 130h = $6,663.80 – Assist PI in survey response analysis using NVivo.

**Non-student salaries and benefits/stipends**

[Postdoctoral Fellows](https://www.uottawa.ca/administration-and-governance/policy-123-postdoctoral-fellows) at least $34,000 per year (max of 2 years).

Research Coordinator – [job description](https://research.uottawa.ca/rms/grant-contract-research-staff) and [salary scales](http://hrdocrh.uottawa.ca/info/en-ca/nup/concepts/compensation/salary-scale-non-union-NR-37.html).

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

**Travel and subsistence costs *$0,000 (% of total budget)*** ([Policy 21](http://www.uottawa.ca/about/policy-21-travel-expenses) and [Procedure 16-11](http://www.uottawa.ca/about/procedure-16-11-travel-expense))

**Eligible Expenses**: Travel and subsistence costs (meals and accommodation) include reasonable out-of-pocket expenses for field work, research conferences, collaborative trips, and historical research, for the grantee, co-researchers, collaborators, research personnel and students working with the grantee, and visiting researchers.

Enter, by budget year, the total amounts requested for travel abroad and within Canada for both the research team and the students. Each field trip or travel related to conferences should be detailed and the following expenses should be included:

* Purpose of travel
* Transportation: must be lowest economy fare for flight, economy travel for train and mileage should only be claimed if it is the most economical. Car rental is an eligible expense only if it is essential to the research.
* Accommodation: While hotel rates will vary according to destination and time of year, a general rule of thumb is to use $150/night for Canadian hotels and $200/night for international hotels.
* Reduced rates are available through [CAUBO](https://www.caubo.ca/). Use the following phrases to justify your costs: “Government personnel prices” or “CAUBO prices.”
* Websites such as [hotwire.com](https://www.hotwire.com/) and [expedia.ca](https://www.expedia.ca/?pwaLob=wizard-hotel-pwa-v2) also offer discounted prices (double-check their cancellation and refund policies.)
* Nb. If you are planning a long-term stay (three weeks or longer), it is preferable to book an apartment or to use a service such as [Airbnb](https://www.airbnb.ca/?af=43720035&c=A_TC%3Dextebnkwe4%26G_MT%3De%26G_CR%3D94236318404%26G_N%3Dg%26G_K%3Dairbnb%26G_P%3D%26G_D%3Dc%26$pi:0.pk:28530622124_94236318404_c_12026464216&atlastest5=true&gclid=Cj0KCQjw--DLBRCNARIsAFIwR25gq1J_43zJ4nRNtYg3vZ1Mw3VWoNndlwXcARlwARvm2MvzStOnlmsaAj-3EALw_wcB).
* [Per Diem Reimbursement Rates](https://www.uottawa.ca/administration-and-governance/procedure-16-14-approved-reimbursement-rates)
* For foreign travel, see [International rates for meals](http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng).

**Travel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel – Data Collection/Field Work (Travel to: \_\_\_\_\_\_\_\_\_\_\_\_\_)** | | | | |
| **Travellers** | **Transportation** | **Hotel x Nights** | **Meals x Days** | **Total** |
| Principal investigator | $ | $ | $ | $ |
| Team member(s) | $ | $ | $ | $ |
| Student(s) | $ | $ | $ | $ |
| **Sub-total** | **$** | **$** | **$** | **$** |

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| --- | --- | --- | --- | --- | --- |
| **Travel – Conference (Travel to: \_\_\_\_\_\_\_\_\_\_\_\_\_)** | | | | | |
| **Travellers** | **Transportation** | **Hotel x Nights** | **Meals x Days** | **Registration** | **Total** |
| Principal investigator | $ | $ | $ | $ | $ |
| Team member(s) | $ | $ | $ | $ | $ |
| Student(s) | $ | $ | $ | $ | $ |
| **Sub-total** | **$** | **$** | **$** | **$** | **$** |

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| --- | --- | --- | --- | --- | --- | --- |
| **Summary – Travel** | | | | | | |
| **Purpose of travel** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Total** |
|  | $ | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ | $ |
| **Sub-total** | **$** | **$** | **$** | **$** | **$** | **$** |

**Other expenses *$0,000 (% of total budget)***

***Professional/technical services*** - Consulting fees for professional and technical services are allowable expenditures only if it is demonstrated in the Budget Justification that expert advice is needed. If a grant is awarded and you have planned to contract consultants for amounts in excess of $25,000, two independent cost quotations will be required. Types of services: translation, transcription, web development, specialized interviewers. Your justification must highlight why they are necessary for the project.

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| --- | --- | --- | --- | --- | --- | --- |
| **Professional and Technical Support** | | | | | | |
| **Items** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Total** |
| Type of work | $ | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ | $ |
| **Sub-total** | **$** | **$** | **$** | **$** | **$** | **$** |

***Supplies***

You may include other supply items (e.g., software, stationery, postage, telephone calls) only if they relate directly to the research. Software must be specialized, well justified and not offered by the University. You must demonstrate that the purchase of other office supplies such as toner and stationary is necessary for the research project.

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| **Supplies** | | | | | | |
| **Items** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Total** |
| Type of expense | $ | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ | $ |
| **Sub-total** | **$** | **$** | **$** | **$** | **$** | **$** |

***Non-disposable equipment - Computer hardware***

Purchase or rental of computers and associated hardware is allowable only if these are not accessible through the university.

***Non-disposable equipment - Other***

Purchase or rental of equipment (e.g., audio or video equipment) is allowable only if it is not accessible through the university.

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| **Equipment** | | | | | | |
| **Items** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Total** |
| Laptop(s) | $ | $ | $ | $ | $ | $ |
| Digital recorder(s) | $ | $ | $ | $ | $ | $ |
| Headphone(s) | $ | $ | $ | $ | $ | $ |
| **Sub-total** | **$** | **$** | **$** | **$** | **$** | **$** |

***Other expenses*** - Specify other research expenses not already included (ex: Other field work costs: translators, guides, interviewers, etc.). All other expenses need to be well justified and deemed as necessary for the advancement of the research project. Open-access costs are eligible.

**Funds from other sources**

In the **Funds from other sources** section of the online application, please add the following information:

Funding source: Other, University of Ottawa, In-kind

Confirmed: YES

Year 1 = $5,040 - Year 2 = $5,040 - Year 3 = $5,040 - Year 4 = $5,040 - Year 5 = $5,040

***Example***

Meeting rooms = $350 x 8 days x 5 years = $14,000

Student work station in the unit of the principal investigator = $40 x 16 sq feet = $640 x 5 years = $3,200

Office = $40 x 100 sq feet = $4,000 ÷ 40% for research = $1,600 x 5 years (if 100% of research time is spent on the SSHRC project) = $8,000

Total per year = $5,040

Total over the 5 years = $25,200

[Student training offered by the Library](http://biblio.uottawa.ca/en/research-help/workshops-seminars-and-tours/bibliograd-social-sciences-and-education) (NVivo, etc) = $300 (in-kind)

[Professional expenses](http://www.apuo.ca/benefits-resources/benefits/#PER)

[Undergraduate Research Opportunity Program](https://research.uottawa.ca/centre-research-opportunities/undergrad-research-opportunity) (UROP) = $1,000 per year per student