

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](#))

Student Salaries and benefits/stipends: Detail how many **undergraduate** and **graduate students** (masters and PhD) will be working on the project with the number of hours if it is an RA. The cost per student and a one-line description of the work to be completed is also required to explain the requested work.

Projected Student Salaries

RA positions and stipends are based on University of Ottawa rates and include 9.4% benefits and 4% vacation. Most assistantship contracts are for 130 h per session (average of 10 h per week). We suggest estimating a 2% salary increase per year until the new student collective agreement is renewed.

Year 1 (2023-2024): 1 graduate student $\$52.58 \times 130 \text{ h} = \$6,835$ – Assist PI in the collection of documents, the creation of the survey, etc.

Year 2 (2024-2025): 1 MA stipend = \$7,000 – Engage in interviews, participant observation to collect data towards their thesis, etc.

1 undergraduate student $\$33.31 \times 130 \text{ h} = \$4,330$ – Coding of data using NVivo.

Year 3 (2025-2026): 1 graduate student $\$54.70 \times 130 \text{ h} = \$7,111$ – Assist PI in survey response analysis using NVivo.

Non-student salaries and benefits/stipends

A [Postdoctoral Fellows](#) salary is at least \$40,000 per year (max of 2 years). For your salaries calculations consult the [budgeting tool](#).

Here is an example of a [job description](#) for a Research Coordinator – and [salary scales](#) for non-unionized contractual research staff paid from grants and external contracts.

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](#) and [Procedure 16-11](#))

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](#). Use the following phrases to justify your costs: “Government personnel prices” or “CAUBO prices.”
 - Websites such as [hotwire.com](#) and [expedia.ca](#) 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](#).
- Per Diem: [Procedure 16-14 Approved Reimbursement Rates](#)
- For foreign travel, see [International rates for meals](#).

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	\$	\$	\$	\$

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

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, please consult [Policy 36](#) and [Procedure 4-3](#). Types of services: translation, transcription, web development, specialized interviewers. Your justification must highlight why they are necessary for the project.

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.

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.

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

Examples

Meeting rooms = $\$350 \times 8 \text{ days} \times 5 \text{ years} = \$14,000$

Student workstation in the unit of the principal investigator = $\$40 \times 16 \text{ sq feet} = \640 a month

Office = $\$40 \times 100 \text{ sq feet} = \$4,000 \div 40\% \text{ for research} = \$1,600 \text{ a month (if 100\% of research time is spent on the SSHRC project)}$

[Professional expenses](#)