INSTRUCTIONS FOR ONLINE BUDGET FORM
Insight Development Grants from SSHRC: up to a maximum of $75,000 over 2 years

Personnel Costs (refer to student salaries)

> **Student Salaries and benefits/stipends:** Detail how many **undergraduate** and **graduate students** (Master's and PhD) will be working on the project with the number of hours if it is for a Research Assistantship (RA). The cost per student and a short description of the work to be completed is also required to explain the requested work. Justify everything in less than 500 characters.

Personnel costs

Student salaries and benefits/Stipends	Number	Amount	Justification
Undergraduate			Characters remaining: 500 (500 chars)
Masters			Characters remaining: 500 (500 chars)
Doctoral			Characters remaining: 500 (500 chars)
Subtotal		$0	

Non student salaries	Number	Amount	Justification
Postdoctoral			Characters remaining: 500 (500 chars)
Professional/Technical Services			Characters remaining: 500 (500 chars)
Other			Characters remaining: 500 (500 chars)
Subtotal		$0	

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 x 130 h = $6,835 – Assist PI in the collection of documents, the creation of the survey, etc.
1 undergraduate student $32.60 x 130 h = $4,238 – Coding of data using NVivo.

Year 2 (2024-2025): 1 graduate student $54.00 x 130 h = $7,020 – Engage in interviews, participant observation to collect data, etc.
1 undergraduate student $33.31 x 130 h = $4,330 – Coding of data 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.

Travel and subsistence costs for Research ([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. Justify everything in less than 500 characters.

Travel and Subsistence Costs for Research	Number	Amount	Justification
Applicant/Team Member(s)			Characters remaining: 500 (500 chars)
Student(s)			Characters remaining: 500 (500 chars)
Subtotal		$0	

Travel and Subsistence Costs for Dissemination	Number	Amount	Justification
Applicant/Team Member(s)			Characters remaining: 500 (500 chars)
Student(s)			Characters remaining: 500 (500 chars)
Subtotal		$0	

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.)

- o 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](#).

Other expenses

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. Justify everything in less than 500 characters.

Non-disposable equipment - Computer hardware
Purchase or rental of computers and associated hardware is allowable only if these are not accessible through the university. Justify everything in less than 500 characters.
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. Justify everything in less than 500 characters.

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. Publication open-access costs are eligible. Justify everything in less than 500 characters.

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. Justify everything in less than 500 characters.

Other Expenses	Amount	Justification
Supplies		Characters remaining: **500** (500 chars)
Non-disposable equipment		Characters remaining: **500** (500 chars)
		Characters remaining: **500** (500 chars)
		Characters remaining: **500** (500 chars)
		Characters remaining: **500** (500 chars)
Subtotal	$0	

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Funds from other sources

Examples
Meeting rooms = $350 x 8 days x 5 years = $14,000
Student workstation in the unit of the principal investigator = $40 x 16 sq feet = $640 a month
Office = $40 x 100 sq feet = $4,000 ÷ 40% for research = $1,600 a month (if 100% of research time is spent on the SSHRC project)
Professional expenses

Justify everything in less than 500 characters.

Funding Source	Contribution Type	Confirmed	Year 1	Year 2	Total	
Select or enter other value ▾	Select ▾	Select ▾			$0	↻ Clear Row 1
Details	Characters remaining: **500** (500 chars)					
Select or enter other value ▾	Select ▾	Select ▾			$0	↻ Clear Row 2
Details	Characters remaining: **500** (500 chars)					
Select or enter other value ▾	Select ▾	Select ▾			$0	↻ Clear Row 3
Details	Characters remaining: **500** (500 chars)					