SSHRC Insight Grant Budget

WEBINAR

Thursday, October 2\textsuperscript{nd}, 2015
10 am to 11 am
SSHRC Insight Grant Budget

Before we get started:

• Webinar interaction: Asking questions
• Who is presenting:
  • Sheila Van Landeghem
  • Candy Lam
• SSHRC IG Deadline Reminders:
  • Internal: October 8 (MRA), October 10 (SSHRC Site)
  • SSHRC: October 15, 2015 8 pm EST*
SSHRC Insight Grant Budget

Why a special session on IG budget?

- **Timing:** budgets are generally the last step
- **Increased pressures on the funding envelope at SSHRC**
- **Disqualification factors:**
  - Budgets with more than 30% of ineligible costs do not go to adjudication
  - Budgets the committee feels are inflated can be “failed”, impacting Feasibility score
SSHRC Insight Grant Budget Tips

Budget Do’s

• Budget should strongly relate to methodology in proposal
• Explain how amounts are calculated
  • Follow institutional guidelines for student compensation (BO) and per diems ($55 domestic, $75 international)
  • Indicate hourly compensation includes benefits and vacation pay
  • Explain tasks students will do and why that level (graduate, Masters, PhD or PostDoc) of engagement needed
  • Justify use of stipends
• Budget justification should mesh with application sections on Management of Research, Training of Students & Dissemination
• Yearly budgets should match to number of activities taking place i.e. ramp up and ramp down of costs
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**Budget Don’ts**

- Don’t pad or inflate costs
- Don’t include overhead or general administrative costs
- Avoid:
  - Math errors
  - Multiple trips to 1 destination without justification
  - Hiring non-students without a clear justification
  - Showing “premature” expenses e.g. dissemination costs in Year 1
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- Undergrad, Masters and Doctorate Students: Ask your Business Officer for rates of pay. Indicate that hourly rates include benefits and vacation pay.
- Post Docs: treat as employees who receive T4 income. Please note that salaries to Post Docs are limited to two years support.
- Other: fully justify the use of non students
- Explain tasks that students will do and why that level (undergrad, masters, PhD or PDF) of engagement is needed
- Justify use of stipends
**Budget Justification**

**Personnel Costs**

I will hire one Ph.D. student in the first year and two Ph.D. students in the second two years of the project to work an average of 10 hours a week over the course of the academic year (26 weeks). Per University of Toronto guidelines, I will pay graduate students $30.00 per hour plus the required 10% in benefits and 4% in vacation pay. This amounts to about $8,892 per graduate student per year. Thus student salaries will amount to $8,892 in the first year of the project and to $17,122 in the second and third years of the project.

In Year 1 the student will be creating surveys and finding participants. In the second year another student will be needed to handle additional surveys and data analysis. In Year 3 the students will assist with academic article writing.
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- State purpose of trip (field work, conference) you may have to justify why that particular conference;
- Use institutional per diems ($55 domestic, $75 international)
- Use economy airline rates
- Justify multiple visits to one destination
Travel (Students)
In years 2 and 3, 2 Canadian students will attend 1 Canadian conference where they will gain experience in preparing research for presentation, presenting it, and developing dialogue and connections with others in the discipline.
Air ($600 \times 2 = $1200), Airport Transfer ($100 \times 2 = $200), Accommodation ($120/night, 3nts each \times 2 = $720) Per Diem ($55/day, 3 days \times 2 = $330) Conference Registration ($135 \times 2 = $270) Total: $2720/year
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- Consultants: pg.12 (Web instructions) Consultants and technical services are eligible only if demonstrated in budget justification that expert advice is needed. If grant is awarded and consulting fees are greater than $25,000 two independent quotations will be required.
- Computers only if needed for specialized use.
- Cell phones only if needed for data collection or safety.