Budget Advice for Grant Applications
MUN Faculty of Humanities and Social Sciences

Useful Links ................................................................................................................................................. 1
Cash and in-kind commitments .................................................................................................................. 2
Creating your budget .................................................................................................................................. 2
How to create a feasible budget ............................................................................................................. 2
Personnel Costs – Students .................................................................................................................... 2
Personnel Costs – Salaried Staff ............................................................................................................. 4
Personnel Costs – Salary research allowance ......................................................................................... 5
Travel Costs ............................................................................................................................................. 5
Professional / technical services ............................................................................................................. 6
Supplies ................................................................................................................................................... 6
Non-disposable equipment .................................................................................................................... 6
Other expenses ....................................................................................................................................... 7
Budget checklist ...................................................................................................................................... 7
Your Budget Justification ............................................................................................................................ 7
Miscellaneous information about Memorial .............................................................................................. 8
Strategic Research Plan ........................................................................................................................... 8
Memorial’s governance ............................................................................................................................. 8
Financial information .............................................................................................................................. 8

Useful Links

<table>
<thead>
<tr>
<th>Links to useful information on:</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible use of grant funds</td>
<td><a href="http://tinyurl.com/fund-use">http://tinyurl.com/fund-use</a></td>
</tr>
<tr>
<td>MUN Policies</td>
<td><a href="http://www.mun.ca/policy/site/category.php">http://www.mun.ca/policy/site/category.php</a></td>
</tr>
<tr>
<td>Guidelines for cash and in-kind contributions</td>
<td><a href="http://tinyurl.com/SSHRC-in-kind">http://tinyurl.com/SSHRC-in-kind</a></td>
</tr>
<tr>
<td>MUN Student stipend support guidelines</td>
<td><a href="http://tinyurl.com/MUN-stipends">http://tinyurl.com/MUN-stipends</a></td>
</tr>
<tr>
<td></td>
<td>Click “Rates of pay for undergraduate students” in section 2. (Undergrads, MUCEP, Graduate Assistants, Lab Demonstrators, Markers, IT Consultants, Student Supervisors, Terminal Assistants, Writing Centre Tutors)</td>
</tr>
</tbody>
</table>
Budget Advice for Grant Applications

<table>
<thead>
<tr>
<th>Links to useful information on:</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUN student internship / work term rates</td>
<td><a href="http://tinyurl.com/MUN-stu-pay">http://tinyurl.com/MUN-stu-pay</a></td>
</tr>
<tr>
<td></td>
<td>Click “Work term/internship rates” (Work terms/Internships for Diploma programs, Undergraduate programs, Masters programs, PhD programs, and Law students)</td>
</tr>
<tr>
<td>MUN Hotel rates</td>
<td><a href="http://tinyurl.com/MUN-hotel-rates">http://tinyurl.com/MUN-hotel-rates</a></td>
</tr>
<tr>
<td>MUN Computer Purchasing Centre</td>
<td><a href="http://www.campuscomputerstore.ca/memorial/">http://www.campuscomputerstore.ca/memorial/</a></td>
</tr>
<tr>
<td></td>
<td>Use for computer estimates.</td>
</tr>
<tr>
<td></td>
<td>Can be used to estimate accommodation costs.</td>
</tr>
</tbody>
</table>

**Cash and in-kind commitments**

- Some grant applications require a certain percentage of the budget to be covered by cash and/or in-kind commitments. For other applications, these commitments are optional.
- These commitments add strength to your application by demonstrating the support of the institution, industry, and/or community which offers them.
  - See http://bit.ly/cash-inkind for a detailed description of how to arrange cash and in-kind commitments from Memorial. This link also provides a template letter of institutional support to assist you when drafting your letter.
- When including cash and/or in-kind commitments, include the total cost of the budget line item in your budget justification, and clearly state the proportion of this cost which will be covered by another party.

**Creating your budget**

**How to create a feasible budget**

- All costs in your budget should be Allowable, Allocable, and Reasonable (see http://orsp.appstate.edu/prepare-budget/getting-started-basics for more details)
  - Allowable: all costs are allowable under the funding agency’s guidelines
  - Allocable: all costs allocated to the project are necessary for its success
  - Reasonable: all costs would be considered reasonable by a prudent business person
    - Be realistic in your estimates (indicate source of quotes)
    - Avoid inflating your costs

**Personnel Costs – Students**

**Undergraduate Assistants – Wages**

- Keep in mind that pay rates change yearly; please make sure your figures are up-to-date. To obtain current pay rates, click “Rates of pay for undergraduate students” on the following page: http://bit.ly/MUN-stu-employ-policy. Employment policies can be found on the same page.
- The maximum number of hours a student may work in on-semester employment is 19 hrs/wk.
- During off-semester employment, a student may work a maximum of 40 hrs/wk.
Budget Advice for Grant Applications

- Additional hours beyond 40 hrs/wk are billed at an overtime rate of 1.5x the normal pay
- To calculate costs, add 4% vacation pay to the base pay rate, then add 7% benefits
- Example using April 2016 numbers: $13.15/hr + 4% vacation = $13.68/hr + 7% benefits = $14.63/hr. I encourage you to add 2% per year for inflation when budgeting.

Graduate Assistants (GAs) – Wages

- Keep in mind that pay rates change yearly; please make sure your figures are up-to-date.

Graduate Assistant wages are determined by the TAUMUN agreement. To obtain current pay rates, see Article 26 (Wages): http://bit.ly/TAUMUN-2014-17. 4% vacation pay is included in the base pay rate. 7% benefits must be added.

- Rate snapshot:
  - Until end of Aug 2016: $21.57/hr (\$23.08/hr after benefits)
  - Starting Sept 2016: $22.22/hr (\$23.78/hr after benefits)
  - For Sept 2017 onwards assume an increase of 2% per year, similar to inflation
    - Sept 2017: $22.66/hr (\$24.25/hr after benefits)
    - Sept 2018: $23.11/hr (\$24.73/hr after benefits)
    - Sept 2019: $23.57/hr (\$25.22/hr after benefits)
    - Sept 2020: $24.04/hr (\$25.72/hr after benefits)
    - Sept 2021: $24.52/hr (\$26.24/hr after benefits)

- Full-time graduate students can work no more than 24 hrs/wk (part-time work)
  - Graduate students should be classified as “Graduate Assistants” (as opposed to “Research Assistants”)

- Part-time graduate students can work more than 24 hrs/wk (full-time work)
  - In this case, the student must be hired through a staff position. See “Research Assistants” below.

Graduate stipends

- The TriCouncil no longer sets the amounts for stipends; the amount shall be set by the institution concerned.
  - Individual Humanities and Social Sciences departments have different norms for graduate (baseline) funding, however we recommend using the value of an appropriate level of tri-council scholarship as the stipend value to help recruit a high quality student.
    - Eg. $17,500 for an MA student, and $20,000 for a PhD student, as based on the value of SSHRC scholarships.
  - Unlike with wages, you cannot include vacation pay or benefits to recipients of stipends.
  - Under certain conditions, the School of Graduate Studies may provide a matching cash contribution to top up student stipends in grant applications. Please refer to the “MUN SGS support” link above.
    - SGS will not provide additional funding if a Masters or Doctoral student receives more than $27,500/yr (MA) or $35,000/yr (PhD) from all sources (excluding GAships).
Personnel Costs – Salaried Staff

Postdoctoral Fellows (PDFs) – Salaries

- The TriCouncil financial administration guide does not allow benefits to be paid to stipend recipients. As MUN PDFs are now unionized and must be paid benefits, they must be paid a salary so that benefits can be charged to the grant.

  - Minimum floor until end of August 2016: $30,500/yr
  - Raise of 3% effective Sept 2015
  - You will also have to pay 50% of benefits, which amount to approximately 12% but will vary by person

- However, in general we recommend using tri-council fellowship rates, which are, as of Feb 2015:
  - SSHRC: $40,500/yr
  - NSERC: $45,000/yr
  - CIHR: $40,000/yr

- NSERC and SSHRC: Salary support to PDFs are limited to 2 years of support. NSERC only: You can request 3 years to attract exceptional candidates from outside Canada, with certain conditions (see http://tinyurl.com/fund-use). After this period you can hire the trained individual as a “Research Assistant” staff member.

Research Assistants (RAs)

- Many agencies (such as SSHRC) want you to train highly qualified personnel. If you are applying to such an agency and plan to employ research assistants who are not students or postdocs, provide a clear and detailed rationale for this choice in your budget justification. Carefully explain why these non-students are needed to meet the objectives of the research.

- The Human Resources website lists criteria for RA1, RA2, and RA3 classifications. Consultation between your departmental administrative personnel or your Senior Administrative Officer and Human Resources will be used to determine the appropriate classification.
  - CUPE pay scales are used: http://bit.ly/MUN-CUPE-12-16 (the values below reflect the 3% increase that came into effect on April 1, 2015):
    - Research Assistant I Band Level 6, Step 1
      - From April 1, 2015 – March 31, 2016: $42,585
    - Research Assistant II Band Level 7, Step 1
      - From April 1, 2015 – March 31, 2016: $45,383
    - Research Associates Band Level 10, Step 1
      - From April 1, 2015 – March 31, 2016: $54,631
  - Employees with satisfactory performance increase by 2 steps on the scale per year, plus any union increases must be taken into account. When budgeting multi-year grants be sure to account for all of these increases.
  - Consult with your Senior Administrative Officer to determine an appropriate salary scale / band level based on the specific duties your RA will perform
  - Hourly rates can be determined by taking the stated per annum salary and dividing by 1820 hours, and adding either part-time or full-time benefits.
For example, for a RA I starting at Band 6, Step 1, the base hourly rate would be:
$42,585 / 1820 hours = $23.40/hour

If the employee is part-time (less than 20 hours per week) and/or is on a
continuous contract that is less than 6 months (less than or equal to 35 hours per
week) add 4% vacation and then 7% benefits. RA1 Band 6 Step 1 example:
  • $23.40/hour × 1.04 for vacation × 1.07 for benefits = $26.04/hour
  • Note: Part-time employees do not receive pay while on vacation, so
calculate rates based on actual time worked.
    o Example: A person working for 50 weeks at 10 hours/week would
be paid for 500 hours.

If the employee is full-time (20-35 hours per week), and is on a continuous
contract of more than 6 months, benefits are approximately 20%, which includes
Memorial’s defined benefit pension plan, group benefits, and mandatory
benefits. RA1 Band 6 Step 1 example:
  • $23.40/hour × 1.20 for benefits = $28.08/hour
  • Note: Full-time employees do receive regular pay while on vacation, so
calculate rates based on time worked plus vacation allotment (will be
pro-rated for those working less than 35 hours/week).
    o Example: A person working 35 hours/week for 49 weeks, and
vacationing for 3 weeks, would be paid for the full 52 weeks, so
1820 hours. Vacation is accrued at the rate of 1.25 days per
month for employees on the RAI and RAIi scale and 1.67 days per
month for employees on the RAIii scale.

Personnel Costs – Salary research allowance
  • Some agencies (such as SSHRC) will allow you to use grant funds to cover a proportion of the
costs of temporarily replacing an employee from a Canadian not-for-profit organization who
will be devoting his or her time as a project director or co-investigator on the research project.
  • Check with the funding agency to determine whether they cover these costs and if there is a
limitation on the percentage they’ll cover (SSHRC, for example, covers up to 50%).
  • Note: Tri-council funds cannot be used to buy-out courses taught by the applicant or co-
applicant.

Travel Costs
  • For some competitions, you may be asked to separate travel costs for research purposes and
travel costs for dissemination purposes (eg. conference or workshop travel).
  • MUN sets a standard claim amount for travel-related expenses such as per diems, incidentals,
home hosting, restaurant hosting, and vehicle mileage allowances (see http://bit.ly/MUN-
travel-expenses for details).
    o Note the international per diem rates are in USD; please use an appropriate exchange
rate when making your budget in CDN.
  • Be sure to include registration fees, local transportation costs, and visa fees in your budget.
  • All costs should be supported with quotes, or by actual costs from previous, similar travel.
  • Frequently cited sources for quotes include expedia.ca, hotels.com, westjet.ca, and
aircanada.ca.
Budget Advice for Grant Applications

- If quoting travel costs in today’s dollars for travel happening years down the road, add inflation. Example of pricing justification:
  - [Insert a brief description of why the travel is necessary to meet your research objectives]. Toronto conference: Flight St. John’s-Toronto $868 (westjet.ca); hotel $135/nt × 4 nts = $540 (expedia.ca); taxi to/from departure airport $80 (MUN Schedule of Reimbursable Expenses); taxi to/from arrival airport $100 (taxifarefinder.com); MUN CDN per diem $55/d × 5d = $275; registration fee $100 (2014 rate); 2% inflation to maintain feasibility $39; Total = $2002.

Professional / technical services
- This sometimes falls under “other expenses.”
- If you wish to include consulting fees for professional and/or technical services, be sure to state where you are obtaining your quotes.
- For SSHRC, if you budget for contract consultants for amounts in excess of $25,000, you must attach two independent cost quotations.
- Do not forget to include the tax on these services. MUN’s institutional tax rate is 11.65% (less than the provincial HST).

Supplies
- This sometimes falls under “other expenses.”
- Include MUN’s institutional tax rate of 11.65% on taxable goods (less than the provincial HST).
- Your requests for supplies must be directly related to your research activities.
- Examples include computer software, stationery, postage, telephone calls, etc.

Non-disposable equipment
- This sometimes falls under “other expenses.”
- This category includes items such as computer hardware, printers, audio/visual equipment, and any other equipment necessary to conduct your research.
- You can also include rental costs for equipment in this section, if appropriate.
- Include MUN’s institutional tax rate of 11.65% on taxable goods and rentals.
- For computer purchases:
  - Do not ask for a more powerful machine than is necessary for the task.
  - Explain why the computer is needed for the research and that you don’t currently have a suitable one to use for that purpose.
  - Indicate where you have obtained your estimates. First try MUN’s Computer Purchasing Centre, and if your item is not available there, popular choices are staples.ca and futureshop.ca.
  - Example of pricing justification:
    - All prices are from MUN campus computer store and include Memorials pro-rated tax rate of 11.65%. Computer equipment is needed to run statistical software and conduct data collection on-site, thus a laptop is selected. The PIs current laptop is from 2010 and is not powerful enough to run the latest analysis software. Laptop computer: $1183; 1TB external hard drive to backup data and prevent data loss: $152; Printer to print article proofs, questionnaires, and other research-related materials: $93; Total = $1428.
Budget Advice for Grant Applications

Other expenses
- This can include anything not covered by the categories above, such as meeting room rentals, catering/hospitality, honouraria, publication subventions, etc.
- Books can go here (suggest saying the average price per book from a particular vendor including shipping and tax, multiplied by the number of books per year you typically use, adding inflation if it’s a future purchase).
- Similar to the categories above, be sure to indicate where you are obtaining your quotes, and include the MUN tax rate of 11.65% if appropriate.

Public Tender Act
All purchases made at Memorial University including grant accounts, are subject to the term and conditions of the Public Tender Act. For more information please visit: http://bit.ly/1PmaOhJ

- Purchases between $1,000 and $2,499 require three quotes (verbal or from the internet)
- Purchases between $2,500 and $9,999 require three official quotes
- Purchases that are $10,000 and greater must be tendered (with very few exceptions)

Budget checklist

General check
- If the funding agency requires certain budgetary items (eg. dissemination costs, cash and/or in-kind commitments) have these been included?
- Ensure all expenses are allowable, both by the funding agency and by MUN (see http://www.mun.ca/policy/site/category.php for a listing of MUN’s policies).
- Double check your math.

Personnel costs
- Have you included the latest negotiated wages for your personnel?
- If your project spans multiple years, have you budgeted for mandatory wage increases each year?
- Have you included vacation pay and other benefits in your calculations?
- Are you following all employment policies (re: number of hours work, minimum vacation time, etc)?

Other costs
- Have you separated travel for research purposes and travel for communication purposes, if necessary?
- Have you listed the sources for all of your estimates?
- Have you included Memorial’s institutional tax rate of 11.65%
- Have you accounted for inflation?

Your Budget Justification
- All items in your budget must be fully justified, meaning they must be allowable, allocable, and reasonable (see page “How to create a feasible budget” on page 2).
- Your budget justification should follow the same order as your detailed budget, so that the reviewer can easily compare both sections.
Budget Advice for Grant Applications

- Be sure that everything in your application that would incur cost is listed in your budget, and that everything in your budget is justified in your budget justification.
- Word templates for SSHRC budget justifications are available by sending an email to Kelley Bromley-Brits at kbromley@mun.ca from your MUN account.

Miscellaneous information about Memorial

Strategic Research Plan
- It may be useful for you to explain how your research aligns with Memorial’s Strategic Research Intensity Plan. This is particularly important when drafting letters of institutional support. The plan can be found at: [http://bit.ly/MUN-SRIP-2020](http://bit.ly/MUN-SRIP-2020)

Memorial’s governance
- Regarding Memorial University Act under which the University is incorporated: [http://www.assembly.nl.ca/Legislation/sr/statutes/m07.htm](http://www.assembly.nl.ca/Legislation/sr/statutes/m07.htm)
- Info on MUN’s Board of Regents: [http://www.mun.ca/regents/members.php](http://www.mun.ca/regents/members.php)

Financial information
- “Financial Statements are prepared by Financial and Administrative Services staff and audited by our external auditors, Ernst and Young.” [http://www.mun.ca/finance/fin_reports/](http://www.mun.ca/finance/fin_reports/)
- MUN’s Charitable Status number: 107690273 RR0001

Other Information
- Memorial University Dun & Bradsteet Number: 251726550