

# Budget Help for Grant Applications

## Students: Stipends/Baseline

### Memorial's Faculty of Humanities and Social Sciences

---

#### Personnel Costs: Graduate students with stipend support

- Any consideration of the use of Baseline funding in your budget must begin with your Department Head and/or Graduate Officer. For an outline of the process for securing approvals, refer to “Documentation of Future Departmental SGS Stipend/Baseline Commitments” under the sub-title “Forms”:  
[https://www.mun.ca/hss/faculty\\_staff/research\\_support\\_services/resources/documents/](https://www.mun.ca/hss/faculty_staff/research_support_services/resources/documents/)  
According to the [2017 Tri-Agency Financial Administration Guide](#), a stipend is: “Financial support given to a recipient of a training award, or provided by a grantee to a trainee, to support them while they are working on their research thesis and/or gaining research experience.”
- The Tri-Agency Financial Administration Guide does not set amounts for stipends; the amount shall be set by the institution concerned.
  - Individual HSS departments have different norms for graduate (baseline) and other funding, however we recommend using the value of an appropriate level of Tri-Agency scholarship/fellowship 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/fellowships.
- Unlike with wages, vacation pay or benefits are not included in budgets for stipend recipients.
- SGS allots a base amount per student as part of calculating departmental baseline budgets: \$6,850 per MA student and \$11,742 per PhD students.
- However, the exact amount that each department awards individual MA and PhD students will vary. Whatever is the lesser amount, the SGS or the Departmental one, that is the amount you should use for your grant budget.
- Departments may adjust/reduce baseline amounts for students who receive major external scholarships including, but not limited to, Tri-Agency scholarships/fellowships. Your department head or graduate officer should specify what will happen with baseline funding in the event that a grant-funded student is awarded a major scholarship/fellowship.
- Under certain conditions, the School of Graduate Studies may provide a matching cash contribution to top up student stipends in grant applications. You should discuss this contribution with SGS far in advance of the external deadline.
  - SGS will not provide additional funding if a Masters or Doctoral student receives more than \$35,000/yr (MA) or \$50,000/yr (PhD) from all sources (excluding GAships).
  - See point 2.9 in the document [Guidelines for the Awarding of SGS Baseline Fellowships and Graduate Student Support](#).
- Keep in mind that students who receive a stipend will have rights to the intellectual property relating to their part in a research project. Please see Memorial's document, [Intellectual Property of Graduate Students](#).