

What to Include in a Budget

This information is meant as a guide for the purposes of planning a budget for a grant application. Please note that the rates indicated in this guide are subject to change and it is best to check with each unit for the most up-to-date information.

[Memorial Financial Policies & Procedures](#)

[Guidelines for Hiring Employees](#)

[Collective Agreements](#)

Personnel Costs (Students)

[Memorial University Student Employment Rates](#) , [Memorial University Student Employment Policies](#) ,

[Career Services: Hiring a Student](#)

- **Undergraduate Students**

- \$17.15/hr + 4% vacation pay + 7% benefits = \$19.04/hr
- Memorial Undergraduate Career Experience Program (MUCEP) programs will reimburse Faculty for MUN hourly rate (same as above) and 4% vacation pay (no benefits need to be applied)
[MUCEP funding application](#)
- Undergraduate Student Research Award*/ Faculty of Science Undergraduate Research Award (USRA/SURA): 16wks, \$2,900 provided by supervisor, \$6,000 provided by
[NSERC USRA](#) or [FoS SURA](#)
*only for Canadian citizens/permanent residents
- Honours Student: no costs associated

- **Graduate Students**

- Graduate Assistant (GA): \$24.93/hr* (includes 4% vacation pay) + add 7% benefits = \$26.68/hr as set by [TAUMUN Collective Agreement](#)
*2% increases Sep 1, 2024 and Sep. 1, 2024
- To supervise a graduate student via stipend (no vacation pay/ benefits apply) see **Table 1.**

Table 1: Minimum annual support provided to Graduate Students by Department/Interdisciplinary Program. “Extra” indicates that this funding is not required, but students could receive additional funding via this route

Department	SGS Baseline (MSc/PhD)	TA	Min. Faculty Portion (MSc/PhD)	Min. Total (MSc/PhD)
Biology	\$10,500/\$12,000	\$5,333	\$5,167/\$5,167	\$21,000/\$22,500
Biochemistry	\$9,250/\$10,000	\$1,777.60/term	\$8,222.40/ \$9,722.40	\$19,250/\$21,500
Chemistry	\$9,500/ \$11,500	\$3,733 (2 terms)	\$8,767/ \$8,767	\$22,000/ \$24,000
Computer Science	\$7,000/ \$13,000	extra	\$9,000/\$7,000	\$16,000/ \$20,000
Earth Sciences	\$10,000/\$10,800	extra	\$10,000/\$10,800	\$20,000/ \$21,600
Mathematics & Statistics	\$7,000/\$10,000	\$4,732	\$6,000/ \$7,000	\$17,732/ \$21,732
Physics & Physical Oceanography	\$7,700/\$10,500	\$4,000	\$8,767/\$7,567	\$20,467/\$22,067
Psychology	\$9,000/\$12,000	\$1,333	extra	\$10,333/\$13,333
Ocean Sciences	\$9,000/\$11,250	extra (\$1,332.20/term)	\$12,000/\$11,250	\$21,000/ \$22,500

Personnel Costs (Postdocs)

Memorial Policy on Postdoctoral Fellows

- Minimum of \$35,000/year (see [LUMUN collective agreement](#))
 - NOTE:** collective agreement under review and rates will likely increase
- ~15-20% benefits
 - o check with your departmental administrator for most accurate benefit rates and how much is covered by department/PI
- Check with Tri-council granting agencies for more details on recommended salaries/ fellowships

Personnel Costs (Staff)

- Salary information for employees can be found [here](#).
 - o [Non-bargaining staff](#)
 - i.e. Research Assistant I, Band Level 6, Step 1: \$44,310 (\$24.35/hr)
*Budget for 2-step salary increases/year
 - o [Bargaining staff](#)

- Benefits:
 - o Part-time staff (<20hr/week) or contracts <6months: 4% vacation pay and 7% benefits
 - o Full-time staff (20-35 hr/week and contracts >6months): ~20% benefits

Travel Costs

[Memorial University Travel Policy](#)

- Research travel or dissemination costs (hotel, airfare, per-diems, registration fees, etc.)
- Include quotes/rates in budget justification

Other Expenses

[Memorial Financial Policies & Procedures](#)

- Supplies and consumables
 - o i.e. disposable/consumable lab reagents, office supplies, etc.
- Professional/ technical services
 - o i.e. lab processing fees, analysis fees
- Room rentals, catering
- Honoraria
- Open-access publication fees
- Equipment
 - o I.e. lab equipment, computers, etc.
 - o check with funding agency/unit to see maximum amounts allowable/ # quotes required
- **Tips:**
 - o Must be directly related to research activities
 - o Ensure that expenses are allowable by the funding agency's guidelines
 - o Ensure expenses are reasonable/realistic
 - Include quotes/rates in budget justification
 - o Memorial's institutional tax rate is 11.65% which is less than the provincial HST (15%)

Indirect Costs (Overhead):

[Memorial University Policy on Indirect Costs of Research](#)

- minimum 25% on all externally funded research projects

- If a granting agency does not allow indirect costs (i.e. registered charity) Memorial will most often respect these wishes

Cash and In-Kind Contributions

- Some grants require a certain percentage of the budget to be covered by cash and/or in-kind commitments. Others make this optional.
 - These commitments add strength to your application by demonstrating other institutional/industry/community support
 - i.e. salaries, professional services, equipment/facility use, CASH

Table 2: Rates of faculty time for in-kind contributions

Rank	Rate (Including Benefits)
Assistant Professor	\$500/day
Associate Professor	\$650/day
Full Professor	\$800/day

Note: If time is being committed as a required match for funding, some agencies may require a documented record of that time.

[NSERC Policy on Cash and in Kind](#), [SSHRC Policy on Cash and in Kind](#), [CIHR Policy on Cash and in Kind](#)