

Developing Your Budget



- Eligibility of Budget Items
 - Always check the grant organization's eligible and ineligible expenses
- Instructions
 - Make sure you pay attention to what information and how much detail is asked for in the instructions
 - Some grant agencies will ask for more or less details than others
 - Don't assume that the way you do it for one grant agency will work for all

• Budget Tips

- Establish a link between research objectives and budgetary items
- Make sure it's reasonable
 - Don't pad your expenses
 - Reviewers will pick up on it
 - Don't under budget
 - They'll notice that too and may question whether you'll be able to carry out the research with the funds available
- Budget should show that you can accomplish what you need to and still do something significant

• Budget Tips cont'd

▫ If you're not sure if your budget is on track:

- Talk to colleagues who have done similar research
- Check the grant agency's website to see if they post the amounts of previous grants
 - Find researchers from your discipline whose projects are similar to yours and see how much they were awarded

▫ Is it easy to read?

- Your budget shouldn't raise more questions
- Keep in mind, reviewers have been spending a number of hours reading many applications, sometimes late at night – they want to see information that's clear and put together well
- Ask someone with a fresh set of eyes to look at your budget and application (colleagues or the Research Office) – is it clear to them?

- Budget Tips cont'd

- Pay attention to any maximums

- If the grant agency has listed a maximum amount that can be applied for, make sure your budget stays within that amount

- Presentation does matter, we all make inferences based on what we see

- A budget that's clearly presented and put together well gives the impression that you're going to do your research the same way

- Matching Funding from TWU

- If the grant organization requires matching funding (cash or in-kind) from TWU, it must be approved by the Research Office (RO) in advance
- The RO may need to consult with other university departments for approval so we need to be notified well in advance of your application deadline
 - Don't assume there will be a quick turnaround
- Examples of matching funding needing consultation
 - Course reliefs
 - Donations to be raised by TWU

• Calculating Cost for Research Assistants

- Maximum of 10 hours per week may work for some students
 - Some may find that difficult, 8 hours is more manageable
 - Hours will vary depending on discipline or whether the student is a graduate or undergraduate student
 - Undergrad students are future HQP so don't rule them out
- International students are restricted as to how many hours they are allowed to work per week.
 - Most current info from HR is that the restriction is 20 hours/week (total for all employment)
 - Contact Justine Leedham in HR for more information

• Research Assistants Cont'd

- If you are unsure about how long to budget for
 - Look at the timeline you've given in your application for the different phases of your research
 - Talk to other people in your field who have employed research assistants
 - Assume they won't be working during Christmas holidays and that students won't have time during exams
- If you hire someone who has a Tri-Agency scholarship
 - contact Alethea Cook in the Graduate Studies Office for information on restrictions related to the maximum hours they are allowed to work

- Research Assistants Cont'd

- Formula to use

- (also see Internal Grants Budget Advice document)

- For students: rate of pay x total hours x 1.04 (vacation pay) x 1.10 (employer cost: EI, CPP, EHT and Worksafe BC benefits)
 - For staff: rate of pay x total hours x 1.04 (vacation pay*) x 1.10 (employer cost: EI, CPP, EHT and WorkSafe BC benefits)

- *Note: depending on your discipline, the nature of the position, and how long someone has worked at TWU as a research assistant, staff vacation pay could be 6%. Contact Sue for assistance.

- If you apply for external grants and are considering hiring a Post-Doc, contact Sue about other potential benefit costs for full time positions

• Honorariums for Research Participants

▫ Gift cards/certificates are preferable

- Finance or an auditor may require backup for the expense, create a coding system to track gift cards given out to participants
 - E.g. Gift card 1 – participant A35
 - Don't use the same coding system that links participant names to research data

▫ If you give out cash as honorariums, Finance will need receipts from the participants/subjects stating that it has been received

- If you have promised confidentiality to your research participants you can't ask them to sign a receipt – it will have their name on it
- Use initials instead

- Other Options for Research Participants Incentives
 - Participants entered into a draw for a gift card (total of “x” cards available)
 - Reimburse the participant for expenses they incur to participate if they are travelling to a particular site
 - E.g. parking, km’s, babysitting costs
 - Original receipts for expenses like parking will be required
 - Keep in mind that you will still need to document the expense and give this to the participant in a way that protects confidentiality
 - i.e. use cash and receipts initialed by the participant to show they received the cash

• Estimating Costs

- Factor in inflation for multi-year grants – use 2%
- Remember to include the cost of taxes that may be charged on your budget items
 - GST, PST, HST, hotel taxes, airfare taxes/fees, airport fees
- Ordering items from outside of Canada
 - Remember to factor in exchange rates
 - Helpful website:
www.bankofcanada.ca/rates/exchange/daily-exchange-rates-lookup/
 - GST, shipping and duty charges, custom brokerage fees
 - Helpful websites:
<http://canadaonline.about.com/cs/customs/a/shopshipcanada.htm>
www.cbsa-asfc.gc.ca/import/faq-eng.html#P172_12518

- Estimating Costs cont'd

- Ordering items from outside of BC

- If an expense doesn't have PST charged in location it's purchased from but would be charged PST in BC if it had been bought here, the government requires that PST still be paid
- If you're not sure if PST would apply contact Ana Lopez in Finance for advice

- Purchasing equipment

- Remember shipping charges
- Will you need to buy an extended warrantee?
- Servicing and training costs (if an eligible expense)

- Research computers

- Must be purchased through IT, contact IT for estimate

- Estimating costs cont'd

- Remember travel expenses can include

- Tips (if an eligible expense)
- Internet access fees in hotels (not always free)
- Travel expenses for research assistants to present at a conference
- Travel by car to research sites/interviews, etc. or airport
- Taxi costs
 - If you need help see website for international taxi fares:
<https://www.worldtaximeter.com/all-cities>
 - For some locations also gives tips as to potential surcharges to expect in each city, whether taxis will take you outside city limits, etc.

- Estimating costs cont'd

- Per Diems

- If you plan on using per diems for meals you can do so. The rates to use are:

- For travel within Canada

- Breakfast \$14.00

- Lunch \$16.00

- Dinner \$30.00

- Total = \$60.00/day (CAD)

- For travel within United States

- Breakfast \$14.00 (US)

- Lunch \$16.00 (US)

- Dinner \$30.00 (US)

- Total = \$60.00/day (US) - currently about \$80 CAD

- For travel outside of Canada and the United States

- Breakfast \$20.00

- Lunch \$22.00

- Dinner \$43.00

- Total = \$85.00/day (CAD)

- Estimating costs cont'd

- See TWU's travel policy

- <https://sharepoint.twu.ca/policy-dev/Shared%20Documents/Finance%20Policies/Business%20and%20Travel%20Expense%20Policy.docx?Web=1>

- See the Research Travel Policy

- <https://www.twu.ca/research/research-services/policies-and-forms>

• Dissemination Expenses

- If you discuss your plans for the dissemination of research make sure you include that cost in your budget
- The Tri-Agencies like to see research assistants participating in this, include the cost for them to present papers if applicable

- Research Time Stipends

- If you are applying to an agency that allows course reliefs or research time stipends, contact the Research Office for guidance on how to calculate that cost
- Different agencies will have different expectations as to how that's done, and whether benefit costs (and what kind) can be included

• Conference Grants

- Reduced rates for room charges for TWU faculty hosting conferences/workshops on campus
 - Contact Patti White for costs
 - Additional charges for meeting room set up
 - See www.twucs.com/meeting-rooms/ for rooms and more info
- Northwest guest suites \$89/night, \$585/week plus GST, HRT (4.8% with educational discount)
 - Includes bedding and towels
 - Has mini kitchen, you have to supply food (dishes are there)
- No charges for wireless access for guests

- Indirect Cost Charges

- When allowed by the granting agency: 25%

- 10% goes to the Research Office, 10% goes to the researcher's Department/School, 5% goes to the researcher
- Researchers can use this for costs such as research equipment warranty/servicing fees, research computer repairs after the 3 year term of support from IT expires
- Department/School could use this for administrative support for the grant, maintenance costs for research equipment owned by the department
- Department/School and the researcher have the option to waive their portion

- Resources

- Check the Funding Opportunities webpage (<https://www.twu.ca/research/research-services/funding-opportunities>) for tips and information

- You'll find resources on both the Internal Grants webpage and the Tips for External Applications webpage