

- Go through all funding application requirements
 - RSO funding calendar
<https://www.ucalgary.ca/research/researchers/funding-opportunities/deadline-calendar>
 - Website of the application (example: SSHRC)
https://www.sshrc-crsh.gc.ca/funding-financement/instructions/index-eng.aspx?fid=ig_instr

- Be prepared to justify ALL of your costs

Fees for a conference presentation \$1800.

VS.

Fees for attending 3-day conference to present findings at the 2021 Canadian Rheumatology Association. Return Airfare Calgary to Toronto = \$800; Accommodation at Best Western Toronto 3 days/4 nights*\$150/night (includes taxes) = \$600; Registration fees for one team member = \$300; UCalgary per diem rate for national travel \$51/day*3 days = \$153. **Total = \$1853.**

- Write down a draft list of items as you are developing your methods and knowledge translation sections.
- If there are items you aren't sure of in terms of price, start trying to figure out quotes to save time later.

- If there is an application system, log in and check the requirements for uploading and formatting the budget to avoid last minute surprises when applying.

- Don't make assumptions and ask questions
 - Nursing Research Office
 - Research Services Office
 - Directly to the Funder



Typical Sections of a Budget



- Personnel
 - This is usually the largest budget category in terms of funds asked
 - The people typically doing the day-to-day work and may not include specialized/professional services/consultants (in another category)
 - Generally funding applications will say that you determine pay rate/benefits as laid out by the institution (i.e., UCalgary's rules/guidelines for hiring)

- Research Staff/Non-Students
 - Paid as employees/AUPE
 - Salary depends on AUPE classification
 - Benefits are 24.5% for full-time and 17.5% for part-time

- Trainees/Students
 - Undergrad
 - Usually hired casual, hourly basis, Phase 1 AUPE
 - Salary \$17-20/hour + 10.4% for benefits
 - Maximum 22.5 hours/week
 - Graduate
 - As GAR (Graduate Assistant – Research)
 - Hourly basis, GSA
 - Salary \$25-40/hour + 8% for benefits
 - Maximum 450 hours per GAR year (July-June)
 - With Stipend

- Don't forget salary increments for AUPE!
 - Typically the rate is 3% per year – just add to the hourly rate from the previous year (example coming up)

- Travel Costs
 - Be realistic and reasonable
 - Travel related to doing the research
 - Travel related to dissemination/KT
 - if this is too high it may look unreasonable

- Travel Costs – for Research
 - Travel to sites for training RAs
 - Gas/mileage for recruitment
 - Vehicle rentals
 - Accommodation for data collection trips
 - List of preferred hotel vendors

- Travel Costs – for Dissemination/KT
 - Conference registration fees
 - Airfare
 - Accommodation
 - Per diem for food/sustenance
 - Canada - \$51 CAD/day
 - United States - \$51 USD/day
 - International - \$75 CAD/day
 - Travel to and from airport (taxi, bus, etc.)

- Materials and Supplies/Consumables
 - Office supplies (pens, chart paper, etc.)
 - Hospitality
 - Food/drinks for focus groups
 - Recruitment posters and printing

- Equipment/Non-consumables
 - Computer
 - Audio recorder
 - USB keys
 - Photography equipment

- Professional Services/Consultants
 - Biostatistician
 - usually \$80/hour
 - Transcriptionist
 - usually \$25-\$35/hour – 3 hours of transcription for 1 hour of audio
- Other examples:
 - Program evaluation consultant
 - Computer programmer
 - Photographer
 - Web developer

- Dissemination/Knowledge Translation
 - Open access fees for journals
 - Example: BMC Nursing
 - <https://bmcnurs.biomedcentral.com/>
 - Symposium/meetings with community
 - Catering for events
 - Intervention handbooks
 - Posters/flyers

- Other Expenses
 - Advertising costs for recruitment (e.g., social media)
 - Honorarium
 - Incentives
 - Professional development for training