Research Application Budgets
Rates and Other Resources

Salaries and Stipends
Suggested hourly rates (Research Assistants/students)

➢ Suggested rates are based on current UVic CUPE 4163 – Component 1 rates as a guideline (refer to http://www.uvic.ca/hr/services/home/compensation/salary-schedule/index.php for updates)

➢ We recommend a rate of 12% benefits on hourly rates (employer portion of EI, CPP and WorkSafe (8%) and vacation pay (4%))

➢ Hourly rates (it is easier to just select one hourly rate for the duration of your project budget)
  o Undergraduate: $15.25/hour (plus 12% = $17.08/hour) – as of Sep. 1, 2017
    ▪ Base hourly rate increases: $15.40 (July 1, 2018); $15.48 (Sept 1, 2018), $15.63 (July 1, 2019) – plus benefits!

  o Graduate: $25.15/hour (plus 12% = $28.17/hour) – as of Sep. 1, 2017
    ▪ Base hourly rate increases: $25.40 (July 1, 2018); $25.53 (Sept 1, 2018); $25.78 (July 1, 2019) – plus benefits!

Calculating salary from an hourly rate → (work forwards)

➢ UVic uses 152 as the average number of hours in each month
  o Monthly salary = 152 hours * hourly rate
  o Annual salary = monthly salary * 12
    ▪ E.g., 152 hours * $25.15 = $3,822.80 monthly salary * 12 = $45,873.60 (plus 12% benefits)

➢ Determine the Full Time Equivalent (FTE) rate if your employee is working less than 35 hours/week
  o 1.0 FTE is a full-time appointment (35 hours a week)
  o If the employee is working less than 35 hours/week, divide the number of hours/week by 35
    ▪ E.g., 28 hours a week / 35 = 0.8 FTE
      • Using the annual salary example, above, you can calculate $45,873.60 * 0.8 = $36,698.88 (plus 12% benefits)

Calculating hourly rate from salary ← (work backwards)

➢ Example: $40,000 salary including benefits. What is the hourly rate?
  o $40,000/1.12 = $35,714.28 annual salary excluding benefits
    ▪ $36,714.28/12 = $2,976.19 monthly salary excluding benefits
      • $2,976.19/152 hours = $19.58/hour (excluding benefits)
      • $19.58/hour * 1.12 = $21.93/hour (including benefits)
Example: $40,000 salary excluding benefits
- $40,000 annual salary. What is the hourly rate?
  - $40,000/12 = $3,333.33 monthly salary excluding benefits
    - $3,333.33/152 hours = $21.93/hour (excluding benefits)
    - $21.93/hour * 1.12 = $24.56/hour (including benefits)

Stipends
- Stipends are paid in support of a student’s own work. They differ from salary (where there is an employer/employee relationship)
- Suggested Masters and PhD stipend amounts are based on current UVic graduate fellowship rates (http://www.uvic.ca/graduatestudies/finances/financialaid/uvicawards/index.php). Tri-Council (NSERC, SSHRC, CIHR) does not set maximum amounts for fellowships, so the suggested rates below can be adjusted, as appropriate.
  - Masters: $17,500/annum
  - PhD: $20,000/annum
- Unsure if your student should be paid a stipend or a salary? Refer to these resources to help you make a decision:

Post-doctoral rates
- Suggested Post-Doctoral rates are based on current SSHRC & NSERC Fellowship rates. Note: Post-doctoral support is not classified as a Stipend. Benefits are charged on Post-doctoral funding, so your calculations should include 8% benefits (if a salaried employee) or 12% benefits (if paid hourly)
- Post-Doc: $40,500 - $45,000+ per annum (plus benefits)
  - You can use the instructions on the first page to determine hourly rate

Calculating Faculty daily rates
- Divide salary by 240 to calculate daily rate and then add 22% for benefits
  - For example, $125,000/240 = $520.83 * 1.22 = $635.41 daily rate.
- If you have any questions, please contact the Office of Research Services or Research Accounting for a calculation of daily rates

Applicant, Co-applicant, and Collaborator compensation
- Be aware of funding guidelines. In most cases, applicants, co-applicants and collaborators listed on grants cannot draw a salary from the grant. Further, anyone who is eligible to apply for the funding themselves (whether or not listed as a participant on the grant) can usually not draw a salary from the grant. Some exceptions apply: for instance, CIHR will permit Trainees to be listed on a grant as a co-applicant and draw a salary from the account.
Travel and subsistence costs: Typical expenses

- UVic Per Diem and mileage rates
  - $60/day: Breakfast $14, Lunch $16, Dinner $30 (CDN and US dollars or Euros)
  - $0.48/km (private automobile)

- Airfare and accommodation estimates
  - Consult your travel agency or use current online (e.g., Expedia.ca) rates

- Hotel (quote cost)
- Public transportation (e.g., bus, taxi, ferry)
- Parking
- Travel cancellation insurance and travel health insurance
- Child care expenses (under very specific circumstances)

For more information, refer to the UVic Policy on Travel & Business Expenses: [http://www.uvic.ca/universitysecretary/assets/docs/policies/HR6500_S800_.pdf](http://www.uvic.ca/universitysecretary/assets/docs/policies/HR6500_S800_.pdf)


Materials, Supplies and Services: Types of Costs

- Expendables
- Equipment under $2K (e.g., laptops)
- Hospitality
- Book purchase
- Courses/training
- Animal orders

Additional notes:

- Books purchased with Tri-Council funds should not duplicate those available through the library. If they do, an explanation must be provided.
- The costs of items including, but not limited to, office supplies, furniture, insurance for building and equipment, memberships, alcohol, and entertainment is ineligible for Tri-Council funding.
- The current BC tax rates are 7% PST and 5% GST, with UVic eligible for a 67% GST rebate. For more information on UVic net tax rates, see [http://www.uvic.ca/vpfo/accounting/resources/net-tax-rates.php](http://www.uvic.ca/vpfo/accounting/resources/net-tax-rates.php)

Equipment or Facility: Types of Costs

- Purchase or rental
- Operation and maintenance costs
- User fees
- Space rental: For on-campus meeting- and/or classroom rental costs see [http://www.uvic.ca/registry/assets/docs/bookings/rentalrates.pdf](http://www.uvic.ca/registry/assets/docs/bookings/rentalrates.pdf) or contact bookings@uvic.ca
Ownership of Items Purchased with Grant Funds

Please note that the Tri-Agency guidelines apply to all funded research (whether or not funded by Tri-Agency):
“**All items purchased with grant funds belong to the institution and not to the individual grantee**, unless the funding Agency agrees otherwise in writing, or unless doing so would be contrary to a legislated requirement. As owner, the institution is responsible for ensuring that the items are used to support the research program of the grantee and co-grantees. Decisions on the use and management of the items should be made between the institution and the grantee or user group.”

Knowledge Mobilization/Dissemination: Types of Costs

- Open Access Journal Publication (some journals are free)
- Publication costs
- Website design and maintenance
- Translation costs
- Workshop costs (including room, food)

Technology Transfer Activities: Types of Costs

- Field trials
- Building prototypes
- Scale-up costs
- Demonstration projects
- Workshops

Work with your ORS Industry Liaison Officer to explore costs ([rpkmadmin@uvic.ca](mailto:rpkmadmin@uvic.ca))

Cash and in-kind contributions

**Overview**

- Matching/leveraged funds must be supported by documentation (letters of support, emails) and be verifiable. **Leveraged funds are auditable; the University is required to report on them.**
- **You are not permitted to claim identical contributions on multiple applications**
- **Cash contributions** include expenses for the direct costs of research that are directly related to achieving the proposal objectives
- **In-kind contributions** include eligible non-monetary resources that partners and the host institution provide to support the project
- Review guidelines for specific funding opportunities. Know the “mix” that is required (e.g., 100% matching). See Tri-Agency links at the end of this document

**Cash Contributions: Examples**

- Cash in support of direct costs of research
Teaching buy-out (not the cost of researcher salaries, but the cost of releasing a researcher to devote time to the project)

Travel (e.g., a Co-applicant’s travel paid by institution or Conference Travel support amount institution provides)

Fellowships/scholarships

Professional Development funds

In-kind Contributions: Examples

- Cash-equivalent goods or services that would otherwise have to be purchased
- Time of individuals (non-faculty). Know the limits (e.g., SSHRC max $80/hr, NSERC max $100/hr)
- Office and laboratory space (beyond what is ordinarily provided)
  - General Office space is valued at $25/sq ft/yr
  - Lab Space value should be confirmed with your Faculty and Facilities Management
- Access to equipment
- Donation of software, access to databases

When submitting an application to Tri-Agency, the following sources are ineligible

- NSERC, SSHRC, CIHR
- Canada Foundation for Innovation (CFI)
- Canada Research Chairs
- Indirect costs program
- You may be able to leverage Tri-Agency funds for non-Tri-Agency funding applications

Indirect Costs of Research (Overhead)

- Institutional costs related to research (e.g., libraries, administrative processes, regulation and safety compliance)
- UVic rate is 25% unless otherwise stated in the guidelines
- No overhead line item for Tri-Agency
- If a US funder’s indirect cost policy is to have a negotiated rate with the US, then charge 10% (unless National Institutes of Health (NIH), which is 8%)
- Request for a negotiated cost rate
  - Very specific parameters. Speak to your Senior Grants Officer for more information
- UVic’s indirect costs policy is here:
  - [http://www.uvic.ca/universitysecretary/assets/docs/policies/FM5400_3930_.pdf](http://www.uvic.ca/universitysecretary/assets/docs/policies/FM5400_3930_.pdf)

Calculation

- Indirect costs are calculated on the total direct costs of the research and should be a separate line item
  - Total direct costs * 0.25 = overhead amount
  - e.g., $20,000 * 0.25 = $5,000. Total request is $25,000
- If trying to maximize funds (e.g., funder limit is $100,000 and that must include overhead):
  - Maximum request / 1.25 = the total maximum direct costs
  - e.g., $100,000 / 1.25 = $80,000 direct costs plus $20,000 indirect costs ($80K * 0.25 = $20K)
Additional Resources

Eligible Expenses
- Consult specific funding opportunity guidelines

Cash and In-kind Contributions
- CIHR: http://www.cihr-irsc.gc.ca/e/3758.html

Contact Us

Pre-award:
- **Nicole Kitson**, Senior Grants Officer
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- **Jessica Worsley**, International Grants Facilitator
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- **Nykita Downie**, Research Programs Liaison
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Post-award:
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