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](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)
  - Undergraduate: $15.54/hour (plus 12% = $17.40/hour) – as of Sep. 1, 2018
    - Base hourly rate increases: $15.69 (July 1, 2019) – plus benefits!
  - Graduate: $25.63/hour (plus 12% = $28.70/hour) – as of Sep. 1, 2018
    - Base hourly rate increases: $25.88 (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
  - Monthly salary = 152 hours * hourly rate
  - Annual salary = monthly salary * 12
    - E.g., 152 hours * $25.63 = $3,895.76 monthly salary * 12 = $46,749.12 (plus 12% benefits)
- Determine the Full Time Equivalent (FTE) rate if your employee is working less than 35 hours/week
  - 1.0 FTE is a full-time appointment (35 hours a week)
  - 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 $46,749.12 * 0.8 = $37,399.30 (plus 12% benefits)

Calculating hourly rate from salary ← (work backwards)

- Example: $40,000 salary including benefits. What is the hourly rate?
  - $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 ([https://www.uvic.ca/graduatestudies/finances/financialaid/uvicawards/index.php](https://www.uvic.ca/graduatestudies/finances/financialaid/uvicawards/index.php)). Tri-Council (CIHR, NSERC, SSHRC) 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
- Examples of annual Tri-Agency awards are:
  - Master’s
    - Canada Graduate Scholarships $17,500
  - PhD
    - CIHR Doctoral Research Award $35,000
    - NSERC Postgraduate Scholarship $21,000 - $35,000
    - SSHRC Doctoral Fellowship $20,000 - $35,000
    - Vanier Graduate Scholarship $50,000
  - Postdoctoral fellow
    - CIHR Fellowship $40,000
    - NSERC Postdoctoral Fellowship $45,000
    - SSHRC Postdoctoral Fellowship $40,500
    - Banting Postdoctoral Fellowship $70,000
- Unsure if your student should be paid a stipend or a salary? Refer to these resources to help you make a decision:
  - [https://www.uvic.ca/vpfo/accounting/assets/docs/payroll/Resources/decision-diagram.pdf](https://www.uvic.ca/vpfo/accounting/assets/docs/payroll/Resources/decision-diagram.pdf)

**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: $40,000 - $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 20% for benefits
  - For example, $125,000/240=$520.83 * 1.2 = $625 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 accommododation 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_5800_.pdf](http://www.uvic.ca/universitysecretary/assets/docs/policies/HR6500_5800_.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 https://www.uvic.ca/registrar/assets/docs/bookings/2017-2019 Rate Sheet. Room.Bookings.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)

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
Calculation

➤ Indirect costs are calculated on the total direct costs of the research and should be a separate line item
  o Total direct costs * 0.25 = overhead amount
  o 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):
  o Maximum request / 1.25 = the total maximum direct costs
  o 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:

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Post-award:

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Angela Colpron, Research Finances Liaison
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