

# ORF-RE Round 10 Budgeting Info Session



# ORF-RE Info Session Agenda

- 1. Brief Program Overview**
- 2. Funding Formula/Budget**
- 3. Eligible/Ineligible Expenses**
- 4. Matching Sources**
  - i. What is Institutional Matching?**
  - ii. What is Private Sector Matching?**
  - iii. What are Indirect Costs?**

# Your Budgeting Support Team

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# ORF-RE Round 10

The ORF-RE Round 10 has two application tiers:

1. **Tier 1** – RE ask \$200K - \$1M
  - total project = \$600K - \$3M
  
2. **Tier 2** – RE ask \$1,000,001 - \$4M
  - total project = \$3,000,001 - \$12M

# Submission Deadlines

*Two-stage process:*

Internal Notice of Intent (NoI) (**mandatory, non-adjudicated**):

- Due to RSO on July 19, 2019

Full Application

- Budget internal deadline: **August 6, 2019**
- Draft internal deadline: **August 12, 2019**
  - MRA Required (<http://aws.utoronto.ca/services/my-research-mr/>)
  - Review & Feedback: **@ week of August 26**
- Final internal deadline to RSO: **September 16, 2019**
  - RSO submission to MEDJCT: September 20, 2019

# Funding Formula

- ORF-RE = direct operating costs + indirect cost (@ 40%)
- Normally  $1/3$  ORF-RE +  $1/3$  “institution” +  $1/3$  private sector (PSP)
- A “blended” funding proportion may be ORF-RE  $1/3$  +  $2/3$  institution/PSP/other
  - Where there is less than  $1/3$  PSP, the partnership and benefit between the applicant and the PSP and/or other partners should be clearly outlined in the application
- Budget should be projected based on expected spending profile (i.e., not divided equally over # of years)

# Eligible Direct Costs

- **Salaries and Benefits:** claimed in proportion to the time spent working on the project (i.e. PI time)
  - ORF Funding can be used to cover up to \$20K per graduate student (MSc, PhD), per year, and \$50K per postdoc, per year
- **Facilities and Equipment:** maximum of up to 10% of total direct costs
  - Research equipment: supplies, computer and communication equipment as well as software, staff training, operations and maintenance (excludes indirect costs like electricity and insurance)
  - cost of renovations or alterations to existing space directly related to the research project
  - leased space, or institutional contributions of space when that space is newly developed, renovated, refurbished or leased

# Eligible Direct Costs

- **Management and Administration:** maximum of up to 10% of total direct costs
  - Management Salary
  - Management Other (required audits, supplies, expenses, etc.)
- **Other Direct Research Costs**
  - Such as consumable supplies, reagents, costs for dissemination of research results, travel, seminars, consulting, safety related expenses, etc.
- Required to have a plan for **youth engagement/outreach** activities (may use up to 1% of the ORF portion to undertake annual youth science and technology outreach activities)



# Ineligible Direct Costs

*Found on p.4 of Guidelines*

- Costs related to proposal development
- Fee for use of equipment owned by the institution, unless such fees are charged to all institutional users based on a published schedule
- Costs related to existing facilities infrastructure improvements, not specifically related to the proposal
- Any items or services not directly related to the project
- Alcohol costs at hospitality events

# Eligibility of Expenditures

**Earliest Start Date** = May 23, 2019 (competition announcement)

## **Eligible dates:**

- Cash = can be received as early as September 20, 2018 or later, however not spent prior to May 23, 2019
- In kind = May 23, 2019

# Institutional Contributions

- Commonly includes Tri-Agency awards, PI time, CRC, foundations, private donations, non-infrastructure cost of CFI (i.e. IOF funds)
  - *Examples: % of PI time on the project, NSERC, CIHR, SSHRC, departmental student support, Genome Canada, Bill and Melinda Gates Foundation, Heart & Stroke Foundation, etc.*
- Must include indirect costs totaling 40% of the direct costs of institutional cash + 40% of PSP in-kind direct contributions (*to be discussed further in later slides*)

# Private Sector Partners

- Cash and/or in-kind
  - PSP Cash must include 40% for indirect costs
- PSP can be
  - for-profit businesses
  - not-for-profit research institutes funded primarily by business
  - outside of Ontario is allowed with clear benefits to Ontario
  - company portion of NSERC CRD, IRC, etc.
- PSP dollars already used to match Ontario grants cannot be used as matching for the ORF-RE Round 10 (no “double-dipping”)

Researcher-owned sole proprietorships are not eligible and other relationships must be fully disclosed (more later).

# Internal Budget Template (IBT)

Enter information on the worksheets titled:

- PI Name Tab (UT – Budget)
- Partner 1/2/3 (if applicable)
- Institutional Direct
- PSP Details

All other tabs will auto-fill

# Understanding the IBT



# PI Name(s) Tab

“PI Name Tab” is broken down by:

PI’s Private Sector; PI’s Institutional; Their share of the ORF-RE Funds.

PI Lastname - University of Toronto Internal Budget Template for ORF-RE Round 10																			
CASH	Private Sector - 33% of total budget						Institutional - 33% of total budget						ORF-RE - 33% of TPC						Grand Totals
	Year 1 May 23, 2019 - March 31, 2021	Year 2 April 2021- March 2022	Year 3 April 2022- March 2023	Year 4 April 2023- March 2024	Year 5 April 2024- March 2025	Totals	Year 1 May 23, 2019 - March 31, 2021	Year 2 April 2021- March 2022	Year 3 April 2022- March 2023	Year 4 April 2023- March 2024	Year 5 April 2024- March 2025	Totals	Year 1 May 23, 2019 - March 31, 2021	Year 2 April 2021- March 2022	Year 3 April 2022- March 2023	Year 4 April 2023- March 2024	Year 5 April 2024- March 2025	Totals	
<b>Facilities &amp; Equipment</b>																			
1						\$0						\$0						\$0	\$0
2						\$0						\$0						\$0	\$0
3						\$0						\$0						\$0	\$0
4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel</b>																			
1						\$0						\$0						\$0	\$0
2						\$0						\$0						\$0	\$0
3						\$0						\$0						\$0	\$0
4						\$0						\$0						\$0	\$0
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104						\$0						\$0						\$0	\$0
105						\$0						\$0						\$0	\$0
106						\$0						\$0						\$0	\$0
107						\$0			</										

# Institutional Direct

- Institutional Contributions are considered Cash as it is transactions in the UT financial system
- Shows source(s) of institutional matching funds (e.g. Sponsor, Fund #,

	Insert Source #1 name					
	Year 1 May 23, 2019 - March 31, 2021	Year 2 April 2021- March 2022	Year 3 April 2022- March 2023	Year 4 April 2023- March 2024	Year 5 April 2024- March 2025	Totals
<b>CASH</b>						
<b>Facilities &amp; Equipment</b>						
Research Equipment						\$0
Computing Network						\$0
<b>Subtotal A</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel</b>						
Principal Investigator						\$0
Co-PI						\$0
Post Doctoral Fellows						\$0
Grad students/postdocs						\$0
Technicians						\$0
other (Research Assist, Sys Admin)						\$0
<b>Subtotal B</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Research Costs</b>						
Supplies/Materials						\$0
Travel						\$0
Youth Outreach						\$0
User fees						\$0
<b>Subtotal C</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Management Costs</b>						
Salary/benefits						\$0
Office supplies						\$0
Travel						\$0
Other (Specify)						\$0
Audit						\$0
<b>Subtotal D</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL CASH (A+B+C+D+E)</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL CASH &amp; IN-KIND</b>	\$0	\$0	\$0	\$0	\$0	\$0

	% of time	salary/benefits	total annual
<b>PI time - Firstname Lastname</b>			-
<b>Co-PI time</b>			
Firstname Lastname, dept/institution			-
Firstname Lastname, dept/institution			-
Firstname Lastname, dept/institution			-
Firstname Lastname, dept/institution			-
Firstname Lastname, dept/institution			-
<b>Total</b>			-



# PSP Details Tab

CASH	(Enter Partner Name)					Totals
	Year 1	Year 2	Year 3	Year 4	Year 5	
<b>Facilities &amp; Equipment</b>						
Research Equipment Use						\$0
Computing Network						\$0
<b>Subtotal A</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel</b>						
Principal Investigator						\$0
Co-PI						\$0
Post Doctoral Fellows						\$0
Grad students/postdocs						\$0
Technicians						\$0
Other (specify)						\$0
<b>Subtotal B</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Research Costs</b>						
Supplies/Materials						\$0
Travel						\$0
Youth Outreach						\$0
Other (specify)	\$0					\$0
<b>Subtotal C</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Management Costs</b>						
Salary/benefits						\$0
Office supplies						\$0
Travel						\$0
Other (specify)						\$0
Audit						\$0
<b>Subtotal D</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash Contributions to Indirect Costs E</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL CASH (A+B+C+D+E)</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>IN-KIND</b>						
<b>Facilities &amp; Equipment</b>						
Research Equipment						\$0
Computing Network						\$0
<b>Subtotal F</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel</b>						
Principal Investigator						\$0
Co-PIs						\$0
Post Doctoral Fellows						\$0
Grad students						\$0
Technicians						\$0
Other (specify)						\$0
<b>Subtotal G</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Research Costs</b>						
Supplies/Materials						\$0
Travel						\$0
Other (specify)						\$0
<b>Subtotal H</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Management Costs</b>						
Salary/benefits						\$0
Office supplies						\$0
Travel						\$0
Other (specify)						\$0
<b>Subtotal I</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>In kind Contributions to Indirect Costs (J)</b>						
<b>TOTAL IN KIND (F+G+H+I+J)</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL CASH &amp; IN-KIND</b>	\$0	\$0	\$0	\$0	\$0	\$0

- Shows the Cash and/or In-Kind Contribution from all Private Sector Partners
- Overhead should be 40% of Cash Contributions from PSP
  - 40% of In-Kind Contributions from Companies are counted towards the Institutional Contribution (*discussed in later slides*)
- The numbers in your PSP Details should match the numbers in your Company Letters of Support

# Tabs that will Auto-Fill

## Total Budget

- This tab will show the summary of expenses broken down by Year, Cash/In-Kind, and PSP/Institutional/ORF-RE
- Use this tab to ensure that your ORF-RE ask is not over 33% of total budget, and your equipment & management costs do not exceed 10% (each)

## Consolidated Detailed Budget

- This tab will show the summary of expenses broken down by Year and Cash/In-Kind only

## Project Budget Section 9

- This tab will show the summary of expenses as laid out in the budget table for your Application (Section 9). Expense categories are:
  - Personnel, Facilities & Equipment, Other Direct Research Expenses, Management and Administration, and Overhead

# An Example “Blended” Budget Scenario...



- ORF-RE Round 10 application is \$3M project

PSP	Institutional	ORF
<p><b>Company1</b> is contributing both Cash (\$100K for supplies/consumables, plus 40% for Indirect Costs) and In-Kind (0.5 FTE Technician, 1 FTE Engineer Time, Equipment Contribution and Management Time)</p>	<ul style="list-style-type: none"> <li>- <b>Prof. X</b> is spending 20% of their time on this project</li> <li>- <b>Prof. Y</b> is the Co-PI and spending 10% of time on this project</li> <li>- Will be using <b>CIHR grants</b> as matching</li> </ul>	<p>Asking for ~\$1 Million to hire students, pay for a project manager, and other costs required for this project</p>

- Let's start with the "known" PSP Contributions...

# PSP Details Tab - Cash

CASH	Company 1					
	Year 1	Year 2	Year 3	Year 4	Year 5	Totals
<b>Facilities &amp; Equipment</b>						
Research Equipment Use						\$0
Computing Network						\$0
<b>Subtotal A</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel</b>						
Principal Investigator						\$0
Co-PI						\$0
Post Doctoral Fellows						\$0
Grad students/postdocs						\$0
Technicians						\$0
Other (specify)						\$0
<b>Subtotal B</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Research Costs</b>						
Supplies/Materials	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
Travel						\$0
Youth Outreach						\$0
other (specify)	\$0					\$0
<b>Subtotal C</b>	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
<b>Management Costs</b>						
Salary/benefits						\$0
Office supplies						\$0
Travel						\$0
Other (specify)						\$0
Audit						\$0
<b>Subtotal D</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash Contributions to Indirect Costs E</b>	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$40,000
	\$28,000	\$28,000	\$28,000	\$28,000	\$28,000	\$140,000

\$100K for  
Supplies/Consumables

*Note that Cash contributions from private sector partners should include 40% in indirect costs*

# PSP Details Tab – In Kind

IN-KIND						
<b>Facilities &amp; Equipment</b>						
Research Equipment	\$55,000					\$55,000
Computing Network						\$0
<b>Subtotal F</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$55,000</b>
<b>Personnel</b>						
Principal Investigator						\$0
Co-Pis						\$0
Post Doctoral Fellows						\$0
Grad students						\$0
Technicians (0.5 FTE)	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
Other (1 FTE) Engineer	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$600,000
<b>Subtotal G</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$750,000</b>
<b>Research Costs</b>						
Supplies/Materials						\$0
Travel						\$0
Other (specify)						\$0
<b>Subtotal H</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Management Costs</b>						
Salary/benefits	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Office supplies						\$0
Travel						\$0
Other (specify)						\$0
<b>Subtotal I</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$50,000</b>
<b>In kind Contributions to Indirect Costs (J)</b>						
<b>TOTAL IN KIND (F+G+H+I+J)</b>	<b>\$215,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$855,000</b>
<b>TOTAL CASH &amp; IN-KIND</b>	<b>\$243,000</b>	<b>\$188,000</b>	<b>\$188,000</b>	<b>\$188,000</b>	<b>\$188,000</b>	<b>\$995,000</b>

Equipment Contribution in Year 1

0.5 FTE Technician  
1 FTE Engineer

Management Time

*Note that we cannot count in-kind contributions towards indirect costs. This is rolled over to the Institutional Contributions*

# PSP Details – Total Contribution

- Company is contributing a total of \$995,000 over the 5 years of the project

Name of Private Sector	Cash	In-Kind	Overhead	TOTAL	Timing
Company 1	\$100,000	\$855,000	\$40,000	\$995,000	Years 1-5
	\$0	\$0	\$0	\$0	
	\$0	\$0	\$0	\$0	
	\$0	\$0	\$0	\$0	
	\$0	\$0	\$0	\$0	

# Institutional Direct Tab

Institutional Matching Source Information (in this case CIHR)

1	CASH	CIHR Operating Grant (Fund 50002, CFC 200002, CC 1234)					Totals	CIHR Operating Grant (Fund 50003, CFC 200003, CC 1234)					Totals
		Year 1 May 23, 2019 - March 31, 2021	Year 2 April 2021- March 2022	Year 3 April 2022- March 2023	Year 4 April 2023- March 2024	Year 5 April 2024- March 2025		Year 1 May 23, 2019 - March 31, 2021	Year 2 April 2021- March 2022	Year 3 April 2022- March 2023	Year 4 April 2023- March 2024	Year 5 April 2024- March 2025	
2													
3	<b>Facilities &amp; Equipment</b>												
4	Research Equipment					\$0						\$0	
5	Computing Network					\$0						\$0	
6	<b>Subtotal A</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
7	<b>Personnel</b>												
8	Principal Investigator					\$0						\$0	
9	Co-PI					\$0						\$0	
10	Post Doctoral Fellows	\$12,500	\$12,500	\$12,500	\$12,500	\$50,000						\$0	
11	Grad students/postdocs					\$0	\$18,000	\$18,000	\$18,000			\$54,000	
12	Technicians					\$0						\$0	
13	other (Research Assist,Sys Admin)					\$0						\$0	
14	<b>Subtotal B</b>	\$12,500	\$12,500	\$12,500	\$12,500	\$0	\$18,000	\$18,000	\$18,000	\$0	\$0	\$54,000	
15	<b>Research Costs</b>												
16	Supplies/Materials	\$21,000	\$21,000	\$21,000	\$21,000	\$84,000						\$0	
17	Travel	\$1,500	\$1,500	\$1,500	\$1,500	\$6,000						\$0	
18	Youth Outreach					\$0						\$0	
19	User fees					\$0						\$0	
20	<b>Subtotal C</b>	\$22,500	\$22,500	\$22,500	\$22,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
21	<b>Management Costs</b>												
22	Salary/benefits					\$0						\$0	
23	Office supplies					\$0						\$0	
24	Travel					\$0						\$0	
25	Other (Specify)					\$0						\$0	
26	Audit					\$0						\$0	
27	<b>Subtotal D</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
28													
29	<b>TOTAL CASH (A+B+C+D+E)</b>	\$35,000	\$35,000	\$35,000	\$35,000	\$0	\$18,000	\$18,000	\$18,000	\$0	\$0	\$54,000	
30	<b>TOTAL CASH &amp; IN-KIND</b>	\$35,000	\$35,000	\$35,000	\$35,000	\$0	\$18,000	\$18,000	\$18,000	\$0	\$0	\$54,000	

In general, all institutional contributions for direct costs are considered Cash. Indirect costs are considered an In-Kind contribution.



# Institutional Direct Tab

Enter details of PI & Co-PI Time in chart below (salary + 24.5% benefits)



	PI & Co-PI time (include details below on right side - row 60 and below)						Total Institutional					
	Year 1 May 23, 2019 - March 31, 2021	Year 2 April 2021- March 2022	Year 3 April 2022- March 2023	Year 4 April 2023- March 2024	Year 5 April 2024- March 2025	Totals	Year 1 May 23, 2019 - March 31, 2021	Year 2 April 2021- March 2022	Year 3 April 2022- March 2023	Year 4 April 2023- March 2024	Year 5 April 2024- March 2025	Totals
<b>CASH</b>												
<b>Facilities &amp; Equipment</b>												
Research Equipment						\$0	\$0	\$0	\$0	\$0	\$0	\$0
Computing Network						\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Personnel</b>												
Principal Investigator	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Co-PI	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
Post Doctoral Fellows						\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$0	\$50,000
Grad students/postdocs						\$0	\$18,000	\$18,000	\$18,000	\$0	\$0	\$54,000
Technicians						\$0	\$0	\$0	\$0	\$0	\$0	\$0
other (Research Assist, Sys Admin)						\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal B</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$350,000</b>	<b>\$100,500</b>	<b>\$100,500</b>	<b>\$100,500</b>	<b>\$82,500</b>	<b>\$70,000</b>	<b>\$454,000</b>
<b>Research Costs</b>												
Supplies/Materials						\$0	\$21,000	\$21,000	\$21,000	\$21,000	\$0	\$84,000
Travel						\$0	\$1,500	\$1,500	\$1,500	\$1,500	\$0	\$6,000
Youth Outreach						\$0	\$0	\$0	\$0	\$0	\$0	\$0
User fees						\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal C</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,500</b>	<b>\$22,500</b>	<b>\$22,500</b>	<b>\$22,500</b>	<b>\$0</b>	<b>\$90,000</b>
<b>Management Costs</b>												
Salary/benefits						\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office supplies						\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel						\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other (Specify)						\$0	\$0	\$0	\$0	\$0	\$0	\$0
Audit						\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal D</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL CASH (A+B+C+D+E)</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$350,000</b>	<b>\$123,000</b>	<b>\$123,000</b>	<b>\$123,000</b>	<b>\$105,000</b>	<b>\$70,000</b>	<b>\$544,000</b>
<b>TOTAL CASH &amp; IN-KIND</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$350,000</b>	<b>\$123,000</b>	<b>\$123,000</b>	<b>\$123,000</b>	<b>\$105,000</b>	<b>\$70,000</b>	<b>\$544,000</b>

# Institutional Direct Tab

PI and co-PI Salary + benefit (24.5%) based on % of time spent on project



		<b>% of time</b>	<b>salary/benefits</b>	<b>total annual</b>
59				
60	<b>PI time</b> - Prof X - Salary paid from CRC (Fund/CFC/CC)	20%	250,000	50,000
61	<b>Co-PI time</b>			
62	Prof Y - Departmental Funds (Fund/CFC/CC)	10%	200,000	20,000
63	Firstname Lastname, dept/institution			-
64	Firstname Lastname, dept/institution			-
65	Firstname Lastname, dept/institution			-
66	Firstname Lastname, dept/institution			-
67	<b>Total</b>			<b>70,000</b>
68				

# Prof. X – Institutional Contribution

CASH	Institutional - 33% of total budget					
	Year 1	Year 2	Year 3	Year 4	Year 5	Totals
<b>Facilities &amp; Equipment</b>						
Research Equipment Use						\$0
Computing Network						\$0
<b>Subtotal A</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel</b>						
Principal Investigator	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Co-PI						\$0
Post Doctoral Fellows	\$12,500	\$12,500	\$12,500	\$12,500		\$50,000
Grad students/postdocs						\$0
Technicians						\$0
other (specify)						\$0
<b>Subtotal B</b>	\$62,500	\$62,500	\$62,500	\$62,500	\$50,000	\$300,000
<b>Research Costs</b>						
Supplies/Materials	\$21,000	\$21,000	\$21,000	\$21,000		\$84,000
Travel	\$1,500	\$1,500	\$1,500	\$1,500		\$6,000
Youth Outreach						\$0
other (publication/disseminatino cost)						\$0
<b>Subtotal C</b>	\$22,500	\$22,500	\$22,500	\$22,500	\$0	\$90,000
<b>Management Costs</b>						
Salary/benefits (0.25 FTE)						\$0
Office supplies						\$0
Travel						\$0
Other (Specify)						\$0
Audit						\$0
<b>Subtotal D</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash Contributions to Indirect Costs (E)</b>						
<b>TOTAL CASH (A+B+C+D+E)</b>	\$85,000	\$85,000	\$85,000	\$85,000	\$50,000	\$390,000

Prof. X Salary

PDF Salary from CIHR Grant

Supplies/Materials & Travel from CIHR Grant

*Note that 40% for Indirect Costs will be calculated as an In-Kind Contribution*

# Prof. Y – Institutional Contribution

CASH	Institutional - 33% of total budget					
	Year 1	Year 2	Year 3	Year 4	Year 5	Totals
<b>Facilities &amp; Equipment</b>						
Research Equipment Use						\$0
Computing Network						\$0
<b>Subtotal A</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel</b>						
Principal Investigator						\$0
Co-PI	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
Post Doctoral Fellows						\$0
Grad students/postdocs	\$18,000	\$18,000	\$18,000			\$54,000
Technicians						\$0
other						\$0
<b>Subtotal B</b>	\$38,000	\$38,000	\$38,000	\$20,000	\$20,000	\$154,000
<b>Research Costs</b>						
Supplies/Materials						\$0
Travel						\$0
Youth Outreach						\$0
other (specify)						\$0
<b>Subtotal C</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Management Costs</b>						
Salary/benefits						\$0
Office supplies						\$0
Travel						\$0
Other (Specify)						\$0
Audit						\$0
<b>Subtotal D</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash Contributions to Indirect Costs (E)</b>						
<b>TOTAL CASH (A+B+C+D+E)</b>	\$38,000	\$38,000	\$38,000	\$20,000	\$20,000	\$154,000

Prof. Y Salary

Graduate Student payments from CIHR Grant

*Note that 40% Indirect Costs will be calculated as an In-Kind Contribution*

# Institutional Contribution – Indirect Costs

In-Kind Contributions to Indirect Costs (under Institutional Contribution) is calculated as:

***0.4 x (Total Cash from Institution + Total In-Kind from Private Sector)***

PSP In kind IDC is not eligible, but we are allowed to count an equivalent amount as institutional in kind to make the overall project IDC at 40%

PSP Cash						Institutional Cash					
	Y1	Y2	Y3	Y4	Y5		Y1	Y2	Y3	Y4	Y5
Personnel						Personnel	\$100,500	\$100,500	\$100,500	\$82,500	\$70,000
Facilities & Equip						Facilities & Equip					
Other Direct Research Expenses	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	Other Direct Research Expenses	\$22,500	\$22,500	\$22,500	\$22,500	
Mgmt & Admin						Mgmt & Admin					
Indirect Costs	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	Indirect Costs					
PSP In-Kind						Institutional In-Kind					
	Y1	Y2	Y3	Y4	Y5		Y1	Y2	Y3	Y4	Y5
Personnel	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	Personnel					
Facilities & Equip	\$55,000					Facilities & Equip					
Other Direct Research Expenses						Other Direct Research Expenses					
Mgmt & Admin	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	Mgmt & Admin					
Indirect Costs						Indirect Costs	\$135,200	\$113,200	\$113,200	\$106,000	\$92,000

**Institutional IDC = 0.4 x (\$215,000 + \$123,000) = \$135,200**

# Prof. X – ORF Expenditures

CASH	ORF-RE - 33% of TPC					Totals
	Year 1	Year 2	Year 3	Year 4	Year 5	
<b>Facilities &amp; Equipment</b>						
Research Equipment Use						\$0
Computing Network						\$0
<b>Subtotal A</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel</b>						
Principal Investigator						\$0
Co-PI						\$0
Post Doctoral Fellows	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Grad students/postdocs	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000
Technicians						\$0
other (specify)						\$0
<b>Subtotal B</b>	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$450,000
<b>Research Costs</b>						
Supplies/Materials	\$1,000	\$1,000	\$1,000	\$1,000		\$4,000
Travel						\$0
Youth Outreach	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000
other (publication/dissemination cost)						\$0
<b>Subtotal C</b>	\$2,000	\$2,000	\$2,000	\$2,000	\$1,000	\$9,000
<b>Management Costs</b>						
Salary/benefits (0.5 FTE)	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000	\$190,000
Office supplies						\$0
Travel						\$0
Other (Specify)						\$0
Audit			\$10,000		\$10,000	\$20,000
<b>Subtotal D</b>	\$38,000	\$38,000	\$48,000	\$38,000	\$48,000	\$210,000
<b>Cash Contributions to Indirect Costs (E)</b>	\$52,000	\$52,000	\$56,000	\$52,000	\$55,600	\$267,600
<b>TOTAL CASH (A+B+C+D+E)</b>	\$182,000	\$182,000	\$196,000	\$182,000	\$194,600	\$936,600

Hiring 1 PDF @ \$50K/yr  
Hiring 2 Graduate Students @ \$20K/yr

Supplies/Materials,

Youth Outreach

0.5 FTE for a Project Manager

Required 2 Audits

40% Indirect Costs

Audits (2) are required for the ORF Projects.

- For projects under \$1 Million, please budget for 2 audits at \$8K each
- For projects over \$1 Million, please budget 2 audits at \$10K each

# Prof. Y – ORF Expenditures

CASH	ORF-RE - 33% of TPC					
	Year 1	Year 2	Year 3	Year 4	Year 5	Totals
<b>Facilities &amp; Equipment</b>						
Research Equipment Use						\$0
Computing Network						\$0
<b>Subtotal A</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel</b>						
Principal Investigator						\$0
Co-PI						\$0
Post Doctoral Fellows						\$0
Grad students/postdocs		\$20,000	\$20,000	\$20,000	\$20,000	\$80,000
Technicians						\$0
other (Research Associate)						\$0
<b>Subtotal B</b>	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$80,000
<b>Research Costs</b>						
Supplies/Materials						\$0
Travel						\$0
Youth Outreach						\$0
other (specify)						\$0
<b>Subtotal C</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Management Costs</b>						
Salary/benefits						\$0
Office supplies						\$0
Travel						\$0
Other (Specify)						\$0
Audit						\$0
<b>Subtotal D</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash Contributions to Indirect Costs (E)</b>	\$0	\$8,000	\$8,000	\$8,000	\$8,000	\$32,000
<b>TOTAL CASH (A+B+C+D+E)</b>	\$0	\$28,000	\$28,000	\$28,000	\$28,000	\$112,000

Hiring 1 graduate student @ \$20K/year for Years 2-5

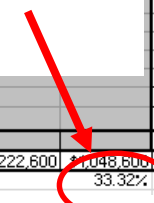
40% Indirect Costs



# Total Budget

CASH	Private Sector (PSP) - 33% of total budget						Institutional - 33% of total budget						ORF-RE - 33% of TPC						Grand Totals
	Year 1	Year 2	Year 3	Year 4	Year 5	Totals	Year 1	Year 2	Year 3	Year 4	Year 5	Totals	Year 1	Year 2	Year 3	Year 4	Year 5	Totals	
<b>Facilities &amp; Equipment</b>																			
Research Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Computing Network	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal A</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel</b>																			
Principal Investigator	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000
Co-PI	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
Post Doctoral Fellows	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$62,500	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	\$300,000
Grad students/postdocs	\$0	\$0	\$0	\$0	\$0	\$0	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$90,000	\$40,000	\$60,000	\$60,000	\$60,000	\$60,000	\$280,000	\$334,000
Technicians	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
other (specify)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal B</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$100,500	\$100,500	\$100,500	\$82,500	\$70,000	\$454,000	\$90,000	\$110,000	\$110,000	\$110,000	\$110,000	\$530,000	\$984,000
<b>Research Costs</b>																			
Supplies/Materials	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$84,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000	\$188,000
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000
Youth Outreach	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000	\$5,000
other (specify)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal C</b>	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$90,000	\$2,000	\$2,000	\$2,000	\$2,000	\$1,000	\$9,000	\$199,000
<b>Management Costs</b>																			
Salary/benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000	\$190,000	\$190,000
Office supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other (Specify)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal D</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000	\$210,000	\$210,000
<b>Cash Contributions to Indirect Costs (E)</b>	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$40,000							\$52,000	\$60,000	\$64,000	\$60,000	\$63,600	\$293,600	\$339,600
<b>TOTAL CASH (A+B+C+D+E)</b>	\$28,000	\$28,000	\$28,000	\$28,000	\$28,000	\$140,000	\$123,000	\$123,000	\$123,000	\$105,000	\$70,000	\$544,000	\$182,000	\$210,000	\$224,000	\$210,000	\$222,600	\$1,048,600	\$1,732,600
<b>IN-KIND</b>																			
<b>Facilities &amp; Equipment</b>																			
Research Equipment	\$55,000	\$0	\$0	\$0	\$0	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0							\$55,000
Computing Network	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0
<b>Subtotal F</b>	\$55,000	\$0	\$0	\$0	\$0	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0							\$55,000
<b>Personnel</b>																			
Principal Investigator	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0
Co-PIs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0
Post Doctoral Fellows	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0
Grad students	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0
Technicians	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0							\$150,000
other (specify)	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0							\$600,000
<b>Subtotal G</b>	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000	\$0	\$0	\$0	\$0	\$0	\$0							\$750,000
<b>Research Costs</b>																			
Supplies/Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0
other (specify)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0
<b>Subtotal H</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0
<b>Management Costs</b>																			
Salary/benefits	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0							\$50,000
Office supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0
other (specify)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0							\$0
<b>Subtotal I</b>	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0							\$50,000
<b>in kind contributions to indirect costs (J)</b>																			
TOTAL IN KIND (F+G+H+I+J)	\$215,000	\$160,000	\$160,000	\$160,000	\$160,000	\$855,000	\$135,200	\$113,200	\$113,200	\$106,000	\$92,000	\$559,600							\$559,600
<b>TOTAL CASH &amp; IN-KIND</b>	\$243,000	\$188,000	\$188,000	\$188,000	\$188,000	\$995,000	\$258,200	\$236,200	\$236,200	\$211,000	\$162,000	\$1,103,600	\$182,000	\$210,000	\$224,000	\$210,000	\$222,600	\$1,048,600	\$3,147,200
						31.62%						35.07%						33.32%	

ORF-RE Contribution cannot exceed 33.33%



# Total Budget

Ensure that your  
Facilities/Equipment,  
and your  
Management Costs  
do not exceed 10% of  
total direct costs

<b>CHECK FIGURES</b>			
Facilities/Equipment:	\$55,000		
Management costs:	\$260,000		
(not to exceed 10% of total direct costs)			\$224,800
Indirect Costs	\$899,200	40.00%	
Total Direct Costs	\$2,248,000		

Indirect Costs should  
equal 40%

# Tips

## Start with your Private Sector Contribution

- This is usually the limiting factor when putting together your ORF budget. Secure as much PSP as you can, then work out your Institutional/ORF budget.

## Matching

- It is best to “front-load” your matching as it will affect the release of ORF Funds. Both your PSP and Institutional matching should be secured (at least 75%) at the time of application

## Keep your budget realistic

- Keep in mind how many personnel, facilities, equipment, etc. you will need to complete the proposed scientific milestones of your ORF project. Your budget should match up with the milestones.

*If you are not going forward with your application, please  
let us know by Tuesday August 6*

# Any Questions?

