

SSHRC Insight Development Grant Budget

WEBINAR

Thursday, January 19, 2017
10 am to 11 am

SSHRC Insight Development Grant Budget

Before we get started:

- **Webinar interaction: asking questions**
- **Who is presenting:**
 - **Sheila Van Landeghem**
 - **Sarah Scott**
- **SSHRC IDG deadline reminders:**
 - **Internal: January 30 (MRA), February 2 (SSHRC Portal)**
 - **SSHRC (for UT approval): February 3, 2016 8pm ET**

SSHRC Insight Development Grant Budget

Why a special session on IDG budget?

- **Timing:** budgets are generally the last step
- **Increased pressures on the funding envelope at SSHRC**
- **Disqualification factors:**
 - **Budgets with more than 30% of ineligible costs do not go to adjudication**
 - **Budgets the committee feels are inflated can be “failed” on Feasibility (may fail at 30%, must at 50%)**

SSHRC IDG Budget

- *Minimum essential funding*
 - Committee may recommend cuts if budget is deemed insufficiently justified or not appropriate
 - at 30% may fail on Feasibility
 - at 50% must fail on Feasibility
- Ineligible items count
- Unrealistically high or low budget will lower score
- Be consistent with proposal description
- Justify all costs, beware the big-ticket items

SSHRC IDG Budget Tips

Budget Do's

- Budget should strongly relate to methodology in proposal
- Explain how amounts are calculated
 - Follow institutional guidelines for student compensation (BO) and per diems (\$55 domestic, \$75 international)
 - Indicate hourly compensation includes benefits and vacation pay
 - Explain tasks students will do and why that level (undergraduate, Masters, PhD or postdoc) is appropriate
 - Justify use of stipends
- Budget justification should mesh with application sections on Detailed Description, Training of Students & Knowledge Mobilization

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Budget *Don'ts*

- Don't include ineligible items – go to: http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp
 - Stay current - no home internet!
- Don't pad or inflate costs
- Don't include overhead or general administrative costs
- No costs for conference organization or travel/remuneration for presenters or guest speakers
- Avoid:
 - Math errors
 - Multiple trips to one destination without justification
 - Hiring non-students without a clear justification
 - “Premature” expenses e.g. dissemination costs in Year 1

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▼ Year 1

Personnel costs

Student salaries and benefits/Stipends	Number	Amount	Justification
Undergraduate	<input type="text"/>	<input type="text"/>	Characters remaining: 500 (500 chars) <input type="text"/>
Masters	<input type="text" value="1"/>	<input type="text" value="\$7,732"/>	Characters remaining: 257 (500 chars) \$29.74 (\$26 + 4% vacation pay + 10% benefits = \$29.74) per hour x 10 hrs per week x 26 weeks (2 terms x 13 weeks) Graduate level research assistant will be needed to assist with data management and analysis and prepare results for

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- Undergrad, Masters and Doctoral Students: ask your Business Officer for rates of pay. Indicate that hourly rates include benefits and vacation pay
- Explain tasks that students will do and why that level (undergrad, masters, PhD or PDF) of engagement is needed
- Justify use of stipends
- Postdoctoral fellows: justify, and treat as employees receiving T4 income
- Other: fully justify the use of non students

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Non student salaries	Number	Amount	Justification
Postdoctoral			Characters remaining: 500 (500 chars)
Professional/Technical Services	1	\$750.00	Characters remaining: 336 (500 chars) Transcription costs \$25/hour x 10 interviews x 3 hrs/interview. Professional transcriber will be used for greater accuracy and efficiency, based on past experience.
Other			Characters remaining: 500 (500 chars)
Subtotal		\$750.00	

- Postdocs: must be justified, cannot be paid if they are collaborators or co-applicants
- Consultants: Consultants and technical services are eligible only if demonstrated that expert advice is needed

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Travel and Subsistence Costs for Research	Number	Amount	Justification
Applicant/Team Member(s)	<input type="text" value="1"/>	<input type="text" value="\$1,190"/>	Characters remaining:271 (500 chars) <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> 1 trip to St John's, NL, to carry out historical research in the ACF archives: economy airfare (Air Canada) = \$400.00, ground transportation = \$100.00, 3 nights hotel @\$175 per night = \$525, 3 days (domestic) per diem @\$55 = \$165 </div>
Student(s)	<input type="text" value="1"/>	<input type="text" value="\$1,190"/>	Characters remaining:132 (500 chars) <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> 1 trip to St John's, NL, to assist PI with ACF archives research:economy airfare (Air Canada) = \$400.00, ground transportation = \$100.00, 3 nights hotel @\$175 per night = \$525, 3 days (domestic) per diem @\$55 = \$165 </div>

- Separate sections for travel for research and dissemination
- Use institutional per diems (\$55 domestic, \$75 international)
- Use economy airline rates
- Justify multiple visits to one destination

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Travel and Subsistence Costs for Dissemination	Number	Amount	Justification
Applicant/Team Member(s)	1	\$1,425.00	<p>Characters remaining: 244 (500 chars)</p> <p>IPA (Victoria, Jan 2019) - primary Canadian conference for networking and information exchange for disciplinary scholars air \$600, ground transfer \$100, 3 nights hotel @\$120/night = \$360, 3 days (domestic) per diem @\$55 = \$165, conference registration \$200</p>
Student(s)	2	\$2,720.00	<p>Characters remaining: 188 (500 chars)</p> <p>2 PhD students will attend IPA (Victoria, Jan 2019) to gain experience in presenting and developing connections with scholars in discipline air \$600 x 2 = \$1200, ground transfer \$100 x 2 = \$200, 3 nights hotel @\$120/night x 2 = \$720, 3 days (domestic) per diem @\$55 x 2 = \$330, conf reg (student) \$135 X 2 = \$270</p>
Subtotal		\$4,145.00	

- For conferences, justify why that particular conference, give dates and location if known
- Explain benefit to students, relate to Training section

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Other Expenses	Amount	Justification
Supplies	\$300.00	Characters remaining: 396 (500 chars) Photocopying, printing, office supplies, toner cartridges, courier charges and other incidental expenses
Non-disposable equipment	\$55.00	Characters remaining: 266 (500 chars) Samsung 4GB Digital Voice Recorder (\$55 including applicable taxes and e-fee per BestBuy Canada website) for interviews with participants. Model features higher quality mic to allow good quality recordings to facilitate transcription.
Software	\$295.00	Characters remaining: 365 (500 chars) Two student NVIVO licenses, for doctoral students to analyze data collected at UofT and MUN (2 @ \$105 USD = \$210 USD, approx. \$295 CAD)
Submission and open access fees	\$3,215.00	Characters remaining: 205 (500 chars) Two papers will be submitted, to Journal XX and Journal YY, the leading journals in N America and Europe in this discipline. Submission fees are \$95 and \$120. Publications will be open access; where possible by placing papers in open access repository. Journal YY charges \$3,000 for open access.

- Computers if for specialized use
- Cell phones only if needed for data collection or safety
- SSHRC guidelines on the request for Tools
 - http://www.sshrc-crsh.gc.ca/funding-financement/policies-olitiques/support_tools_soutien_outils-eng.aspx

SSHRC IDG Budget Resources

Tri-Agency Financial Administration Guide

http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp

Guide to Financial Management

<http://www.finance.utoronto.ca/gtfm.htm>

- UofT travel policies and per diems

Research Services

<http://www.research.utoronto.ca/research-funding-opportunities/insight-development-grant/>

- Tip-sheet
- Research Services SSHRC team

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