



Saskatchewan
Indigenous
Mentorship
Network

Grant Budget Development

Thursday, November 25, 2021 | 12:00 PM
with Fleur Macqueen Smith and Rhonda Taillon,
Saskatchewan NEIHR



Today's Agenda



- Before you start
- Who can you pay?
- CIHR's budget categories
- Staff and Student Compensation
- Materials, Supplies, and Services
- Other Costs
- Travel
- Budget Justification
- Post-funding
- Q & A

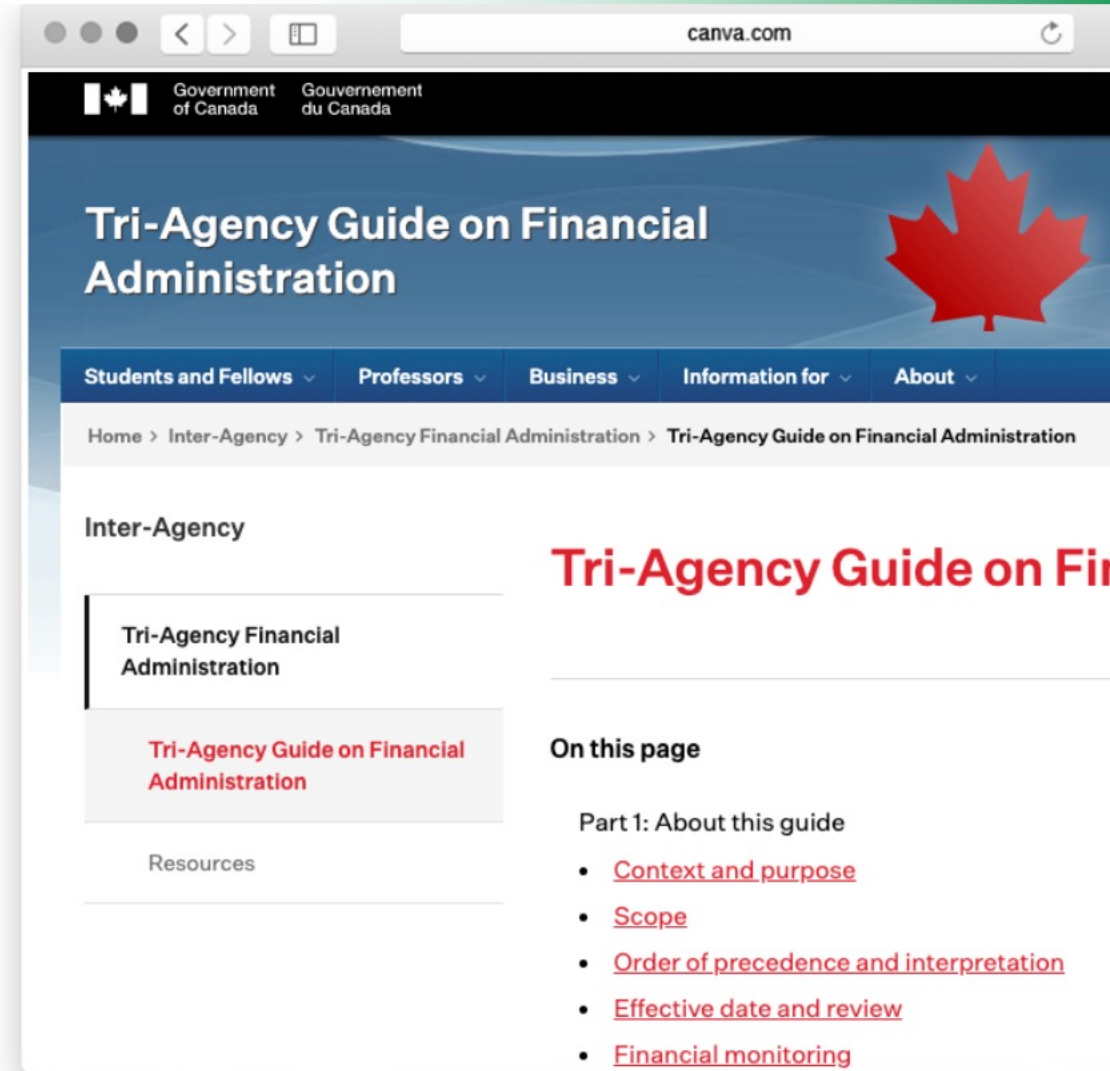


Before you start



Before you start

- Carefully review the instructions including funding available, and what is allowable under the call
- Review the financial guidelines from the funding agency
 - CIHR, SSHRC, and NSERC have a Tri-Agency Guide on Financial Administration available online
 - SHRF also has a funding guide
 - n.b. SHRF will only fund research taking place in Saskatchewan



Tri-Agency Principles on use of funds

There are four basic principles. Grant expenditures must:

- contribute to the direct costs of the research/ activities for which the funds were awarded, with benefits directly attributable to the grant

- not result in personal gain for members of the research team

- be effective and economical

- not be provided by the administering institution to their research personnel (faculty)



These principles are a good guide for all budgets.

Who can you pay from research grants?



■ Check with the specific funding body

The Tri-Agency is referring to research personnel as “individuals who conduct research independently as part of the terms and conditions of their employment, including but not limited to researchers in academia, hospitals and research institutes”

In short, you cannot pay faculty from research grants as they already are being paid by their institutions, with an expectation that they conduct research as part of their duties

You can compensate research staff and students to work on research projects

CIHR's budget categories

STAFF

project managers,
coordinators, research
assistants

STUDENTS

undergraduate or
graduate students
receiving scholarships or
stipends

TRAVEL

to conduct research and
present on findings

MATERIALS, SUPPLIES, AND SERVICES

- Expendables: equipment, office supplies
- Services: contracted services such as external evaluators, research support services, graphic designers and conference planners
- Other: costs for things that don't fit elsewhere, such as advisory councils and knowledge translation (conferences, events and outreach)



Calculating Staff and Student Compensation



Calculating staff and student compensation

STAFF

Include salary, mandatory benefits (Employment Insurance, Canada Pension Plan, and Workers' Compensation, all required by law), and additional benefits if offered (health, dental, life insurance, disability). Graduate students hired as research assistants may be limited to 12 hours per week, so they can focus on their studies.

STUDENTS

may receive scholarships or stipends, which are not considered income so don't have mandatory benefits

CHECK YOUR INSTITUTIONAL GUIDELINES

The University of Saskatchewan has a Research Proposal Development (Pre-Award) Salary and Compensation Budget Guide available on ConnectionPoint

<https://jira.usask.ca/servicedesk/customer/kb/view/1948618028?q=Research+Proposal+Development+%28Pre-Award%29+Salary+and+Compensation+Budget+Guide>



Materials, Supplies, and Services

EQUIPMENT AND SUPPLIES:

Funds for communications (website, newsletter), printing, office supplies, postage, online meeting costs and other expendables

EXAMPLES OF SERVICES

- Contract with an external evaluator
- Contract for data gathering and analysis, such as a contract with CHASR, the Canadian Hub for Applied and Social Research at the University of Saskatchewan
- Transcription
- Graphic design
- Website development
- Videography





Examples of Other Costs



KNOWLEDGE KEEPER COUNCIL

Honoraria, cultural offerings such as tobacco and jam, travel and accommodation for council members, and catering for in-person meeting



CONFERENCE

Food, accommodation, speaker fees, speaker gifts, program printing, items for conference bags, videography or live stream costs, honoraria for Elders and Knowledge Keepers



SEMINARS, EVENTS, AND OUTREACH

Event livestreaming, promotional materials, travel to outreach events, promotional booth fees



SURVEY PRIZES, GIFTS TO ACKNOWLEDGE SPEAKERS OR OTHERS' CONTRIBUTIONS



Travel

■ TRAVEL ESTIMATES

You could include mileage for personal vehicle use (covers gas and wear and tear on vehicle) or cost to rent a vehicle, and gas for that vehicle. Flight costs can be estimates based on current rates.

■ ACCOMMODATION AND FOOD

Also include accommodation costs, and per diems (covers meals and incidentals) at your institution's rates (USask is \$51 per day in Saskatchewan, \$61 per day elsewhere in Canada)



Budget Justification

As well as a spreadsheet of costs, your grant will require a written justification for each cost



Advice from CIHR in "The Art of Writing a CIHR Application"

from the CIHR website at: <https://cihr-irsc.gc.ca/e/45281.html#10>

JUSTIFY YOUR BUDGET REQUEST

- The peer review committee may recommend reductions to your budget if it determines that the amounts requested are not sufficiently justified. Therefore, it is important to provide strong justification for your budget items.
- In writing your budget it is essential to review the information contained in the “Allowable Costs” section of the funding opportunity to ensure that your budget items are eligible.
- In addition, linking personnel and other costs to specific aims, and explaining your budget request in plain and succinct language will help to ensure that the reviewers understand your budgetary needs.
- Also, don’t leave the budget to the last minute. Preparing your budget could lead you to discover critical flaws that need to be addressed in the proposal.

From CIHR's "Guidebook For New Principal Investigators: Advice on Applying for a Grant, Writing Papers, Setting up a Research Team and Managing Your Time"

on the CIHR website at: <https://cihr-irsc.gc.ca/e/27491.html#1.8>

APPLY FOR AN APPROPRIATE BUDGET AND TERM

- Justify your budget. If you can, link specific personnel to Specific Aims. Some committees spend much of their time looking at the budget and its justification.
- Keep your budget reasonable. For example, it's generally acceptable to ask for:
 - one technician, or one research assistant
 - one or two graduate students, and
 - for lab-based research, \$15,000 per person-year in supplies and general operating costs for each member of your research team who is at the bench.
- If you are requesting funds for a post-doc or summer student, it is much more convincing if you have a specific individual in mind.
- Apply for a three-year grant. Reviewers rarely give longer-term grants to new Principal Investigators.

Budget Justification example



STAFF

Research Coordinator

(1.0 FTE) = \$65,000 plus \$13,650 in benefits [21%] per year = \$78,650

Assists with all grant activities, under the guidance of Principal Investigator and the research team: organizing research and community engagement meetings, taking notes, processing honoraria and travel claims, and qualitative interviews (recruiting, setting up interviews, transcribing, preliminary analysis). To be filled by an experienced staff member on the Principal Investigator's research team.

Student research assistants

\$10,000. Funds to hire graduate student assistants as casual staff at \$24/hour (includes 13% for mandatory benefits), to assist with survey development, recruiting participants at Indigenous events, and qualitative interviews and analysis

Students

\$32,000 for two year scholarship for an Indigenous Master's student to conduct research on the research topic (qualitative interviews and analysis)

Budget Justification example



MATERIALS, SUPPLIES, AND SERVICES

Equipment and Supplies

\$4,000 for expendables (office supplies, printing) for undertaking research and holding meetings; ceremonial tobacco and other gifts offered to Elders at qualitative interviews, and other events

Services

\$10,000 for contracted services with Canadian Hub for Applied and Social Research (CHASR) at the University of Saskatchewan to assist in developing and administering a survey (include quote if available)

Other

\$500 for survey draw prizes to encourage participation (5 gift cards for Indigenous businesses). \$3000 for honoraria for Elders interviewed (\$300 per honoraria x 10 interviews)

Budget Justification example



TRAVEL, KNOWLEDGE TRANSLATION AND MATCHING FUNDS PROVIDED

Travel

\$8000. Four trips of \$2000 each to conduct 10 interviews, allowing for mileage at USask rates (0.4535 per KM) to travel to and between remote communities in Northern Saskatchewan, two nights of hotel accommodation, and funds to provide food for qualitative interviews.

Knowledge Translation

\$15,000 to produce a short documentary on the research topic, and accompanying print materials (include quote if available)

Matching funds provided (not included in budget; see letters of support)

Include details of any matching funds provided by other organizations, supported by letters from these organizations



If your project is funded, do you have to follow this budget?

■ From the Tri-Agency Financial Guide:

- The grant recipient and the administering institution are both responsible for ensuring the eligibility of expenses.
- Unless otherwise specified in program/funding literature and any agency agreements, grant recipients may deviate from the proposed research/activities. They are not required to strictly adhere to the allocation of funds set out in the application, as long as they use their grant for the broad purpose for which it was originally awarded.



Q & A



Contact Us

FLEUR MACQUEEN SMITH

skneihr@usask.ca

RHONDA TAILLON

skneihr@usask.ca



WEBSITES

skimn.ca

skneihr.ca