BUDGET - Proposed Expenditures & Justification

TIPS

□ Ask for what you need to support a program of quality research that can have a meaningful impact on the field of study.

□ Develop a realistic budget. Never inflate your costs.

□ Goal: "The budget clearly demonstrates how the research activities to be supported are distinct from and complement those funded by other sources".

□ Refer to Tri-Council's Use of Grant Funds http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp

□ Provide sufficient information in the budget justification to allow reviewers to assess whether the resources requested are appropriate.

TEMPLATE (Budget Justification)

Salaries and benefits

□ For students, postdoctoral fellows, and research staff give the:
  o names (if known),
  o categories of employment,
  o proposed salaries (with explicit indication of the non-discretionary benefits) ,
  o (briefly describe) the responsibilities for each position,
  o the percentage of time they will be spending on this project over its life span.

Equipment or facility

□ Give a breakdown of the items requested, models, manufacturers, prices, and applicable taxes.

□ Fees to be paid for the use of equipment or a facility should be described (e.g., hours and rate).

Materials and supplies

□ Provide details and explain major items.

Travel

□ Explain briefly how each activity relates to the proposed research

□ Relate travel to your objectives and the stages of your work. For example: year 1 meeting with potential partners, year 3 conference to disseminate first round of findings, year 5 guest lectures at partner institution to share conclusions.

□ Incorporate value-added opportunities for your students

Dissemination

□ Provide details of publication costs, user workshops or other activities

□ Refer to concepts of "knowledge mobilization" and "knowledge translation"

Contributions from other sources (if applicable)

□ If appropriate, explain any contributions from other sources.

Other Documents

□ If you need to provide a summary and budget page from other proposals or projects (see Relationship to Other Research Support), describe the document, scan as one document and attach these documents electronically.