

GRANT BUDGETING: QUICK GUIDE

BUDGET CHECKLIST

- Big picture**
- ☐ **Proportion:** The relative amounts of each expense category (e.g. wages, travel) are appropriate for your project
 - ✓ When possible, salaries/stipends for trainees should be a significant portion of the budget
 - ✓ Community research should have budget lines to recognize community participation (e.g., honoraria, hospitality)
 - ☐ **Order:** Justification follows the categories & order of budget table and is easy to calculate and compare to table
 - ☐ **Breakdown:** Showing your calculations demonstrates that your totals are reasonable and based on typical values e.g., Canadian conference costs include \$800 airfare, \$600 lodging (\$200 x 3 nights), \$450 registration, etc
- Personnel**
- ☐ **NU students:** Every attempt has been made to involve NU students and engage them in the research process
 - ☐ **Stipends:** Use stipends for students, which allows you to round up to a more competitive compensation rate
 - ☐ **Salaries:** If using salaries, use the rates below + 11% benefits + a 3% increase each year (exception: postdocs)
 - ☐ **Expenses:** Any travel & subsistence expenses connected to trainee's work should be captured in the Travel section
 - ☐ **Postdocs** may be included as a PI/CI or be paid as staff in the grant budget, but not both.
- Travel**
- ☐ **Types of travel:** Travel *for research* and travel *for communication* (e.g., conferences) are clearly distinguished
 - ☐ **Conferences:** Schedule conferences to share research *after* Y1; include names of conferences
 - ☐ **International travel:** Consider including travel/medical insurance, especially for travel *for research*
- Other**
- ☐ **Professional/technical services:** Specify *who* will be performing any professional services (e.g., translation)
 - ☐ **Knowledge translation:** Include open access fees for article publications & budget for other ways to share your work
 - ☐ **For SSHRC:** 'Other' items have been listed in a table, including costs and item #s
 - ☐ **Software:** Don't include software for which NU already has institutional licenses (e.g., SPSS, Qualtrics)

AGENCY-SPECIFIC GUIDELINES

	Tri-Agency	CFI	Other agencies	Industry contracts
Overhead	0%	0%	25% (if unspecified)	40%
Fringe benefits for salaries	Add 11%	Add 11%	Add 11%	Add 11%
Info on eligible expenses	TAGFA	Policy & Program Guide	Specific to funder	Specific to funder

NU EXPENSE GUIDELINES

Rates quoted below are valid as of December 2025

Honoraria for Elders	Meals during travel	Mileage	Printing	Other resources
\$100-400/half day; \$200-500/full day	Maximum: \$85/day (B \$20; L \$20, D \$45)	\$0.55/km Rental vs Own Vehicle	Print Plus's Price list	Travel Policy Honoraria Policy

Research Assistants' Wage Scale			(Full RA descriptions here)	Rate	Max average hours/week	
Undergraduate	Wage Grade I	Student Research/Field/Lab Assistant I	\$17.60	Students: Sep-Apr:	10	
	Wage Grade II	Student Research/Field/Lab Assistant II	\$17.60	May-Aug:	35	
	Wage Grade III	Student Research/Field/Lab Assistant III	\$17.60	Non-Students:	35	
	Wage Grade IV	Student Research/Field/Lab Assistant IV	\$17.99			
Graduate	Wage Grade V	Masters	\$25.48	Stipend limits		
	Wage Grade VI	Doctoral	\$28.00			
Professional	Wage Grade III	Professional	\$19.76	Grad student max funding/year across all funding sources 40,000		
Postdocs ¹	\$52,900 annual salary + 4% vacation + 11% employer costs = \$61,068					

① Contact research@early to let us know you intend to apply. Submit your draft grant app for internal review via [Romeo](#) at least 3 weeks before the external deadline.