

GRANT BUDGETING: QUICK GUIDE

BUDGET CHECKLIST

Big picture	<input type="checkbox"/> Proportion: The relative amounts of each expense category (e.g. wages, travel) are appropriate for your project <ul style="list-style-type: none"> ✓ 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)
	<input type="checkbox"/> Order: Justification follows the categories & order of budget table and is easy to calculate and compare to table
	<input type="checkbox"/> 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	<input type="checkbox"/> NU students: Every attempt has been made to involve NU students and engage them in the research process
	<input type="checkbox"/> Stipends: Use stipends for students, which allows you to round up to a more competitive compensation rate
	<input type="checkbox"/> Salaries: If using salaries, use the rates below + 11% benefits + a 3% increase each year (exception: postdocs)
	<input type="checkbox"/> Expenses: Any travel & subsistence expenses connected to trainee's work should be captured in the Travel section
	<input type="checkbox"/> Postdocs may be included as a PI/CI <u>or</u> be paid as staff in the grant budget, but not both.
Travel	<input type="checkbox"/> Types of travel: Travel <i>for research</i> and travel <i>for communication</i> (e.g., conferences) are clearly distinguished
	<input type="checkbox"/> Conferences: Schedule conferences to share research <i>after</i> Y1; include names of conferences
	<input type="checkbox"/> International travel: Consider including travel/medical insurance, especially for travel <i>for research</i>
Other	<input type="checkbox"/> Professional/technical services: Specify <i>who</i> will be performing any professional services (e.g., translation)
	<input type="checkbox"/> Knowledge translation: Include open access fees for article publications & budget for other ways to share your work
	<input type="checkbox"/> For SSHRC: 'Other' items have been listed in a table, including costs and item #s
	<input type="checkbox"/> 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%
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

Salaries	Honoraria for Elders	Meals during travel	Mileage	Other resources
Add 13% to base rate for vacation and non-discretionary benefits (use chart below)	\$100-400/half day; \$200-500/full day	Maximum: \$85/day (B \$20; L \$20, D \$45)	\$0.55/km Rental vs Own Vehicle	Travel Policy Honoraria Policy

Research Assistants' Wage Scale			Base rate	Budget for (+13%)	Max average hours/week		
Undergraduate	Wage Grade I	Research/Field/Lab Assistant I	\$17.60	\$19.89	Students: Sep-Apr:	10	
	Wage Grade II	Research/Field/Lab Assistant II	\$17.60	\$19.89	May-Aug:	35	
	Wage Grade III	Research/Field/Lab Assistant III	\$17.60	\$19.89	Non-Students:	35	
	Wage Grade IV	Research/Field/Lab Assistant IV	\$17.99	\$20.33			
Graduate	Wage Grade V	Masters	\$25.48	\$28.79	Stipend limits Grad student max funding/year across all funding sources 40,000		
	Wage Grade VI	Doctoral	\$28.00	\$31.64			
Professional	Wage Grade III	Professional	\$19.00	\$21.47			
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.