

## 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 + 13% benefits for vacation and non-discretionary benefits
  - 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
<b>Overhead</b>	0%	0%	25% (if unspecified)	40%
<b>Info on eligible expenses</b>	<a href="#">TAGFA</a>	<a href="#">Policy &amp; Program Guide</a>	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 <a href="#">Rental vs Own Vehicle</a>	<a href="#">Travel Policy</a> <a href="#">Honoraria Policy</a>

### Research Assistants' Wage Scale

			Base rate	Budget for (+13%)	Max average hours/week
<b>Undergraduate</b>	Wage Grade I	Research/Field/Lab Assistant I	\$17.60	\$19.89	Students: Sep-Apr: 10 May-Aug: 35
	Wage Grade II	Research/Field/Lab Assistant II	\$17.60	\$19.89	
	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	
<b>Graduate</b>	Wage Grade V	Masters	\$25.48	\$28.79	<b>Stipend limits</b> Grad student max funding/year across all funding sources 40,000
	Wage Grade VI	Doctoral	\$28.00	\$31.64	
<b>Professional</b>	Wage Grade III	Professional	\$19.00	\$21.47	
<b>Postdocs</b> <sup>1</sup>	\$52,900 annual salary + 4% vacation + 11% employer costs = \$61,068				

📞 Contact [research@early](mailto: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.