Budgeting in your Grant Application

A budget justification is an important component of all grant applications and provides an estimate for research costs. Careful consideration is required to ensure eligibility and reasonable estimates are included in the budget justification for the specific NSERC opportunity.

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NSERC Discovery Grant Budget Table

Proposed Expenditures

	Year 1 Qty	Year 1 Amount	Year 2 Qty	Year 2 Amount	Year 3 Qty	Year 3 Amount	Year 4 Qty	Year 4 Amount	Year 5 Qty	Year 5 Amount
Salaries and benefits										
Undergraduate	3	$24,000	3	$24,000	3	$24,000	3	$24,000	3	$24,000
Master's	0	$0	0	$0	2	$33,500	2	$33,500	0	$0
Doctoral	0	$0	3	$56,250	3	$56,250	3	$56,250	3	$56,250
Subtotal		$24,000		$80,250		$113,750		$113,750		$80,250
Research Associate	1	$75,780	1	$76,916	1	$78,070	1	$79,241	1	$80,430
Subtotal		$75,780		$76,916		$78,070		$79,241		$80,430
Equipment or facility										
		$0		$0		$0		$0		$0

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NSERC Discovery Grant Budget Table

	Year 1 Qty	Year 1 Amount	Year 2 Qty	Year 2 Amount	Year 3 Qty	Year 3 Amount	Year 4 Qty	Year 4 Amount	Year 5 Qty	Year 5 Amount
Subtotal		$0		$0		$0		$0		$0
Materials and supplies										
microbiome assay		$0		$5,940		$11,880		$17,820		$23,760
proteome assay		$0		$14,040		$28,080		$42,120		$56,160
metabolome assay		$0		$1,404		$2,808		$4,212		$5,616
qPCR (endophyte concentration)		$0		$648		$1,296		$1,944		$2,592
Subtotal		$0		$22,032		$44,064		$66,096		$88,128
Travel										
Field work		$15,000		$15,000		$15,000		$15,000		$15,000
Conferences		$0		$4,500		$7,500		$7,500		$4,500
Subtotal		$15,000		$19,500		$22,500		$22,500		$19,500
Dissemination Costs										
		$0		$0		$0		$0		$0
Subtotal		$0		$0		$0		$0		$0
Other (specify)										
		$0		$0		$0		$0		$0
Subtotal		$0		$0		$0		$0		$0
TOTAL PROPOSED EXPENDITURES		$114,780		$198,698		$258,384		$281,587		$268,308

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NSERC Discovery Grant Budget Table

Total Cash Contribution from industry (if applicable)	$0	$0	$0	$0	$0
Total Cash Contribution from university (if applicable)	$90,780	$127,167	$151,821	$152,992	$130,680
Total Cash Contribution from other sources (if applicable)	$0	$0	$0	$0	$0
Total amount requested from NSERC	$24,000	$71,531	$106,563	$128,595	$137,628

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Online Example: NSERC – Alliance Grant

Form 101 - Proposed Expenditures

Select "Instructions" from the common menu bar for details on how to complete this page.

Note: The "Total amount requested from NSERC" on your application is calculated automatically and equals the "Total proposed expenditures" minus the "Cash contributions to direct costs of research" (if applicable) from the Contributions from Partner Organizations page (**Contributions** in the left hand menu).

	Year 1	Year 2	Year 3	Year 4	Year 5
1) Salaries and benefits					
a) Students	1000	1000	1000	1000	1000
b) Postdoctoral fellows	1000	1000	1000	1000	1000
c) Technical/professional assistants	20000	20000	20000	20000	20000
d)	0	0	0	0	0
2) Equipment or facility					
a) Purchase or rental	1000	1000	1000	1000	1000
b) Operation and maintenance costs	0	0	0	0	0
c) User fees	0	0	0	0	0
d)	0	0	0	0	0
3) Materials and supplies					
a)	0	0	0	0	0
b)	0	0	0	0	0
c)	0	0	0	0	0
4) Travel					
a) Conferences	1000	1000	1000	1000	1000
b) Field work	0	0	0	0	0
c) Project related travel	0	0	0	0	0
d)	0	0	0	0	0
5) Dissemination					
a) Publication costs	1000	1000	1000	1000	1000
b)	0	0	0	0	0
6) Technology transfer activities					
a) Collaboration	1000	1000	1000	1000	1000
b)	0	0	0	0	0
TOTAL PROPOSED EXPENDITURES	26000	26000	26000	26000	26000

- Budget Justification is attached as a PDF file

The system automatically adds the amounts

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Online Example: NSERC – Alliance Grant

Record 1 of 1

Organization Category : Partner organization recognized for cost-sharing

Provide the full name and email address of the authorized contact person for the organization.

Family Name :

Given Name :

Email Address :

Organization and department or branch

Select the organization name and department or branch from the list.   List...

Organization name :

Department or Branch :

	Year 1	Year 2	Year 3	Year 4	Year 5
Cash contributions to direct costs of research	500	500	500	500	500
In-kind Contributions					
1) Salaries for scientific and technical staff	0	0	0	0	0
2) Donation of equipment, software	0	0	0	0	0
3) Donation of material	0	0	0	0	0
4) Field work logistics	0	0	0	0	0
5) Provision of services	0	0	0	0	0
6) Use of organization's facilities	0	0	0	0	0
7) Salaries of managerial and administrative staff	0	0	0	0	0
8)	0	0	0	0	0
Total In-kind contributions	0	0	0	0	0
Contribution to postsecondary institution overhead	0	0	0	0	0

- Separate form for Contributions of Partner Organizations

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Online Example: NSERC – Alliance Grant

	Year 1	Year 2	Cash Year 3	Year 4	Year 5
1) Salaries and benefits					
a) Students	1,000	1,000	1,000	1,000	1,000
b) Postdoctoral fellows	1,000	1,000	1,000	1,000	1,000
c) Technical/professional assistants	20,000	20,000	20,000	20,000	20,000
d)	0	0	0	0	0
2) Equipment or facility					
a) Purchase or rental	1,000	1,000	1,000	1,000	1,000
b) Operation and maintenance costs	0	0	0	0	0
c) User fees	0	0	0	0	0
d)	0	0	0	0	0
3) Materials and supplies					
a)	0	0	0	0	0
b)	0	0	0	0	0
c)	0	0	0	0	0
4) Travel					
a) Conferences	1,000	1,000	1,000	1,000	1,000
b) Field work	0	0	0	0	0
c) Project-related travel	0	0	0	0	0
d)	0	0	0	0	0
5) Dissemination					
a) Publication costs	1,000	1,000	1,000	1,000	1,000
b)	0	0	0	0	0
Total Proposed Expenditures	26,000	26,000	26,000	26,000	26,000
Partner organization recognized for cost-sharing	500	500	500	500	500
Partner organization not recognized for cost-sharing					
Other funder (not involved in the research)					
Postsecondary institution					
Amount requested from NSERC	25,500	25,500	25,500	25,500	25,500

- Automatic computation of Amount requested from NSERC
- For Alliance, you must meet:
  - cost-sharing ratio required for the opportunity
  - minimum amount to be funded by NSERC

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Salaries and benefits

- Give the names if known
- Break down how much per person, per year, and what each will contribute (overall or to specific projects)
- Check your organization's policies re: minimum wages or stipend, fringe benefits
- Other factors to consider: salary increases during the period of grant

Budget Justification

Materials and supplies; Equipment or facility

- Break down items requested, models, manufacturers, prices, and applicable taxes

- Consider factors such as currency conversion, shipping, duties, associated software

- Describe fees for the use of equipment / facility (specify rate and no. of hours)

Budget Justification

Travel / Dissemination

- Detail conferences that will be attended

- Provide an estimate of registration fees and travel costs, and identify who will travel

- Detail the cost of publication for knowledge dissemination
  - Make sure to include Open Access costs

Others (e.g. Professional / Technical services)

- Detail why these are needed for the project (tie to objectives)

Budget Justification

- **REMEMBER: The budget should serve to meet the objectives of the proposed research**
- Check eligibility - Make sure everything that you include is eligible as outlined in the program instructions or the Financial administrative guide
- Be realistic - underestimating or inflating your expected costs may cause reviewers to question the project feasibility
- Be specific and justify the requests
- Only request direct costs of research (unless specified in the opportunity)

Budget Justification

- Indicate who, what, why and when
- Tie to other sections of the application
  - Describe why you want specific HQP and what they will do – tie to the objectives of your proposal
  - Tie conference travel to HQP training plan
  - Align budget with the timeline by year

- Indicate clearly other sources of funding, and explain any such contributions
- Make sure you meet the cost-sharing ratio when applicable (e.g. Alliance grants)
- Always check the instructions because they may vary

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Budget Justification

- Tables can be very helpful to outline your detailed costs in the Budget Justification
- Check your math
- Use spreadsheet (e.g. Excel or similar software) if comfortable to avoid any errors in computation

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