# Crafting your Budget

RCASH SOCIAL SCIENCE + HUMANITIES GRANT WRITING SUPPORT WORKSHOP

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# Budgeting for SSHRC

| Funds Requested from SSHRC | Budget Justification |
|---|---|
| This is where you list your expenses, broken down into really big categories | This is where you explain your costs in more detail and justify their need based on your goals/objectives |

# Reviewers' Perspective

**$**    Proposal is assessed based on overall merit, regardless of the budget size and scope.

Principal of minimum essential funding

Committees' can recommend budget reductions or reallocations when they judge that savings can be achieved without jeopardizing the project's objectives.

⚠    Weakness in the budget will be reflected in the Feasibility score

Take into account factors such as the type of institution with which an applicant is affiliated.

# Large Categories

Personnel

Travel

Other

# Personnel Costs

Cost to pay people who will work with you on your project

- Research assistants/associates (student and non-student)
- Do not include honoraria for elders, knowledge holders, or research participants here.

Individuals listed on the application cannot be paid from SSHRC funds

- Includes applicant, co-applicants and collaborators

SSHRC doesn't have fixed wages for personnel

- But your administering institution might
- Regardless, wages should be appropriate to the local labour market

Other things to include

- Can include cost of living increases (usually 1-2% per year)
- Make sure you include all required payroll benefits
- Check with your administering institution

# Travel Costs

Separated into travel for Applicant/Team and travel for Students

- Non-student personnel travel goes in Applicant/Team

Best practice is to separate travel for research purposes and travel for KM purposes in your budget justification

- They are included in a single travel budget in the SSHRC table.

Travel costs should be fully broken down

- Transportation + Accommodation + Meals + Ground Transportation
- Number of days should be fully justified

Check your budget and costing complies with your administering institution's travel policies, especially regarding per diems.

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# Other Costs

**Professional/technical Services**

Translation costs, Transcription costs, Survey costs, etc.

**Supplies**

Software subscriptions, phone/internet charges, actual supplies

Must only be for costs not provided by your administering institution as a condition of your employment

**Non-disposable equipment**

Computer hardware

Other equipment (cell phone, tablets, etc.)

# Other Other Costs

Knowledge mobilization?

Open access?

Participant fees/honoraria?

Research Tools?

Other?

# Common issues with costs

| Ineligible expenses | Technically eligible, but reviewers tend to be skeptical about... |
| --- | --- |
| Salaries for team members<br>Collaborators' direct research costs<br>Course releases for academic team members<br>Living expenses<br>Family travel expenses<br>Travel for non-team members (except Connection)<br>Alcohol/entertainment<br>Pedagogical costs (course materials, thesis printing, course fees)<br>Administration fees/overhead costs | Project administrators/coordinators<br>Postdoctoral fellows<br>Professional transcription costs<br>Consultants<br>Research Associates |

# Budget Justification

| Component 1: | Component 2: |
|---|---|
| An explanation of how you got the total you got. | A justification for why the cost is needed to achieve the project as proposed. This should connect to the objectives and methods of your project. |
| *"Based on my previous trips to this community, each trip costs $1200 in airfare, $150 per night in accommodation, $100 in ground transportation, and $95 per day in per diems. I anticipate a 4 day trip for a total cost of $1200 + (4 x $150) + $100 + (4 x $95) = $2,280."* | *"This travel is required to allow me to conduct interviews with key community leaders to understand their decision-making around housing. I anticipate I can conduct two interviews per day, allowing me interview up to eight community leaders during this trip."* |

# Nothing should be a surprise!

*Everything in the budget and budget justification should have appeared in some way in the project description, training, or KM sections.*

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