

Guidelines for SSHRC Grant Budgets October 2022

To follow are some guidelines for budget requests typically seen in SSHRC grant proposals. If you have alternative quotes for costs, use those.

Personnel Costs

Student salaries and benefits/Stipends

- At UWindsor, while registered part-time or full-time in the fall or winter semesters, Canadian undergraduates can work up to 24 hours per week, and Canadian graduate students can work up to 240 hours per semester. (Exception: Students may not work as Graduate Assistants if registered part-time.)
- For undergraduate and graduate students working during the summer:
 - Students may work up to standard full-time hours (i.e., up to 35 hours per week).
 - International students should *not* be registered in classes during the summer. However, Canadian students may (or may not) be registered part-time or full-time, and work as well.
 - Both international and Canadian students employed in summer must be returning to university the following semester.
- It is possible for SSHRC grantees to employ Canadian students from other Canadian universities, and to employ international students from other Canadian or international universities. Discuss the details of your particular scenario with the Student Employment Clerk in Human Resources to confirm the student can be hired at UWindsor (519-253-3000 x 2047).
- Students can be paid *stipends* (lump-sum amounts, like a scholarship) or *salaries* (hourly wages). For the differences between the two, please see <https://www.uwindsor.ca/graduate-studies/474/research-assistantship-guidelines>. Salaries must include statutory benefits of Canada Pension Plan, employment insurance, and vacation pay, as well as worker's compensation (i.e., add 14% to the hourly wage).
- In FAHSS, graduate students are generally paid \$25-\$42 per hour; and undergraduates \$16-20 per hour (add 14% for benefits).
- Possible justifications for the amount paid per hour to graduate students:
 - Typical pay rate in your department.
 - Equivalent rate to GA-ship ("Graduate students have access to both GA-ships and RA-ships, so to be competitive and attract skilled students, it is important to offer the same rate of pay that students would obtain in a GA-ship"). The 2021 wage rate for Master's students is \$37.91, and doctoral students is \$42.24.
 - On a team grant, SSHRC recommends the payscale at the university of the PI be used at all sites. However, if a team member is at a university with a much higher rate of pay, you can justify using this rate at all sites, arguing that (1) you need to be competitive with other researchers at this university or you will not be able to hire RAs at this location and (2) if RAs at all universities are doing the same or similar work it is inequitable to have different pay rates. Moreover, if UWindsor's rate of pay is lower

than other comparable departments at universities in southwestern Ontario, you can argue that the rate you have requested is competitive with those paid there.

Non-student salaries and benefits/Stipends

- Some large SSHRC Partnership grants may require the employment of managerial or clerical staff for 50 wks/yr:
 - Managers - \$50-60 K/year including statutory benefits (add 14% to the base salary).
 - Clerical - \$35-40 K/year including statutory benefits (add 14% to the base salary).

Travel and Subsistence:

- SSHRC will cover transportation costs (*economy* airfare, train, taxi), accommodation, and meals. See [WUFA Collective Agreement Travel Information](#) for per diem breakdown and mileage rates.
- For extended research trips: Show SSHRC how you have reduced your request by renting from Airbnb rather than staying in a hotel, asking for less than the UWindsor per diem rate to purchase groceries (if feasible), etc.
- Collaborators: SSHRC will cover collaborator travel to disseminate findings, or their travel to a team meeting with the PI. Collaborator research costs are not eligible for support from SSHRC.
- Funds to attend conferences:
 - \$2,000/person for a conference in Canada
 - \$3,000/person for a conference elsewhere

Other Expenses:

- Expenses associated with conducting research can be justified using expenses of prior, similar research.

Professional/Technical Services

- Transcription of interviews and focus groups: Require approximately 4 hours for each 1 hour of interview for an experienced transcriber. Add hours for someone with little experience.
- A professional transcriptionist charges \$20-\$28/hour, although payment is typically \$15-\$20/hour if a secretary (or graduate student) is hired. Note: be sure to add 14% statutory benefits to your budgeted costs for transcription.
- Translation: typically \$0.25/word.
- Although not fully accurate, digital transcribing services (e.g., Trint) and translation services may reduce technical services expenses.

Supplies

- Office supplies: \$200-500/year. Check the [Tri-Agency Financial Administration Guide](#) for allowable expenses.
- See below for software guidelines.

Non-Disposable Equipment

- Explain why the research requires you to purchase specific equipment (e.g., computers, audiorecorders) or software (e.g., transcription software). This is important because some reviewers may expect that the university provides the equipment, or that you have it left over from previous research or grants. Where applicable, name the model you would purchase. Provide the cost and its source (e.g., vendor's website). Include tax and delivery.

Other

- Participant incentives:
 - 30-40 minute survey: \$10-\$20
 - Interview or focus group: \$25-30/hour. If recruiting in Toronto or Ottawa, expect to pay \$50.
 - Don't forget to request funds for participant travel to and from the study site and child care costs for participants with children.
- Speaker honoraria: Typically \$200-\$500 plus expenses. SSHRC grants not pay honoraria for speakers who are faculty at Canadian universities. SSHRC Insight and Insight Development Grants will not cover any guest speaker/presenter costs.
- Knowledge mobilization: If your proposal includes community meetings or workshops, get quotations for space rental, hospitality (SSHRC will not pay for alcohol), set-up/cleaning, anything that is distributed, and rental of projectors/screens. Include HST. Holding community meetings at UWindsor is not necessarily the best plan – it depends on the nature of the “community.”
- Open access publication fees: Check the specific journals where you anticipate publishing for their policies and costs; journals may charge \$500-\$5,000. Ask SSHRC to cover the fee of a specific journal or the average open-access fee for the journals you will target. No fee for using UWindsor open-access repository.

Funds from Other Sources (Matching Funds):

- Including non-SSHRC sources of funding in your budget can demonstrate that the team is asking for the minimum essential funding from SSHRC, or that the project has support from the UWindsor or community.
- Examples of cash or in-kind contributions often seen in SSHRC applications:
 - ⊖ Course release: Some Faculties provide course releases for PIs receiving SSHRC research grants. The 2022 value for each release is \$17,340.
 - Outstanding Scholar support: The time that the undergraduate spends on your project is an in-kind contribution with the dollar value of their Outstanding Scholar stipend.
 - Internal grant for PI's pilot project directly related to SSHRC proposal (cash contribution).
 - Team travel to a particular conference, when covered by the team's Professional Development funds (cash contribution).
 - Hospitality: Your department commits to paying for the refreshments for a community workshop or meeting (in-kind if department reimburses your expenses; cash if department will transfer the money to a grant account).
- SSHRC's general rules of thumb:
 - Does the PI or co-applicant have direct access to the money? Then the contribution is cash.
 - In-kind contributions must be “above and beyond” that what is usually available to the team. For example, equipment purchased with a previous SSHRC grant, or your current lab space, will not be considered in-kind contributions.
 - [Read more](#) about SSHRC's Guidelines for Cash and In-Kind Contributions.
- ORIS requires supporting documents for each contribution mentioned in your application (e.g., email from department head in which they commit to providing \$100 for workshop hospitality; grant-account number for internal grant).

Prepared for the Social Sciences, Humanities, & Health Grant-Writing Group, University of Windsor in June 2015 by E. Maticka-Tyndale (FAHSS Office of the Dean) and N. Wiebe with H. Pratt (ORIS). Revised December 4, 2019 by N. Wiebe and Brent Lee. Revised on October 25, 2022 by Tanya Basok