**Budget Planning Tool**

Visit uOttawa’s Human Resources in Research webpage: [https://research.uottawa.ca/hr-research](https://research.uottawa.ca/hr-research)

### Student Salaries

<table>
<thead>
<tr>
<th>Year</th>
<th>Hourly Rate*</th>
<th>Hourly Rate +9.59% benefits</th>
<th>130hrs*</th>
<th>170hrs*</th>
<th>Hourly Rate*</th>
<th>Hourly Rate +9.59% benefits</th>
<th>130hrs*</th>
<th>170hrs*</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/2018-08/2019</td>
<td>27.91</td>
<td>30.59</td>
<td>3,976.25</td>
<td>5,199.72</td>
<td>43.48</td>
<td>48.20</td>
<td>6,265.70</td>
<td>8,193.61</td>
</tr>
<tr>
<td>09/2019-08/2020**</td>
<td>28.36</td>
<td>31.08</td>
<td>4,040.36</td>
<td>5,283.55</td>
<td>44.68</td>
<td>48.96</td>
<td>6,365.43</td>
<td>8,324.02</td>
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<tr>
<td>09/2020-08/2021**</td>
<td>28.81</td>
<td>31.57</td>
<td>4,104.47</td>
<td>5,367.39</td>
<td>45.40</td>
<td>49.75</td>
<td>6,468.00</td>
<td>8,458.16</td>
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<tr>
<td>09/2021-08/2022**</td>
<td>29.27</td>
<td>32.08</td>
<td>4,170.01</td>
<td>5,453.09</td>
<td>46.12</td>
<td>50.54</td>
<td>6,570.58</td>
<td>8,592.29</td>
</tr>
<tr>
<td>09/2022-08/2023**</td>
<td>29.74</td>
<td>32.59</td>
<td>4,236.97</td>
<td>5,540.65</td>
<td>46.86</td>
<td>51.35</td>
<td>6,676.00</td>
<td>8,730.16</td>
</tr>
<tr>
<td>09/2023-08/2024**</td>
<td>30.22</td>
<td>33.12</td>
<td>4,305.35</td>
<td>5,630.08</td>
<td>47.61</td>
<td>52.18</td>
<td>6,782.85</td>
<td>8,869.89</td>
</tr>
<tr>
<td>09/2024-08/2025**</td>
<td>30.70</td>
<td>33.64</td>
<td>4,373.74</td>
<td>5,719.50</td>
<td>48.37</td>
<td>53.01</td>
<td>6,891.13</td>
<td>9,011.48</td>
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<tr>
<td>09/2025-08/2026**</td>
<td>31.19</td>
<td>34.18</td>
<td>4,443.55</td>
<td>5,810.79</td>
<td>49.14</td>
<td>53.85</td>
<td>7,000.83</td>
<td>9,154.93</td>
</tr>
</tbody>
</table>

*Includes 4% vacation pay; **estimated 1.6% salary increase included
* Standard contract per semester (average of 10hrs/week); ** Maximum contract per semester (average of 10hrs/week).

NOTE: Part-time students may work more than 10hrs/week.

**Postdoctoral appointments**: The minimum level of funding for a postdoctoral stipend or fellowship is $34,000 per year. It is also necessary to budget between 14-17% in addition to the salary to cover employee benefits.

**Meals and Travel Allowances**: For Canada and the US*, the maximum is $108.55 per day, including breakfast ($20.50), lunch ($20.10), dinner ($50.65), and incidental expenses ($17.30) [*for US, amounts are in USD]. For other international travel rates, consult [NJC Travel Directive - Appendix D](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp). For more information on eligible travel expenses, consult Procedure 16-11.

**Tri-Agency Financial Administration Principles**: The funds must be used effectively and economically, and the expenses must be essential for the research for which the funds were awarded.

**Examples of eligible expenses commonly included in SSHRC budgets**:

- **Salaries** and non-discretionary benefits of undergraduate, graduate students, postdoctoral fellows, research personnel.
- **Travel and subsistence costs** (meals and accommodation) include reasonable out-of-pocket expenses for field work, research conferences, collaborative trips, and historical research, for the grantee, research personnel and students working with the grantee, and visiting researchers.
- **Research equipment and supplies** (see [list of eligible expenses](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp)
- **Dissemination of Research Results**:
  - Costs of developing web-based information, including website maintenance fees.
  - Costs associated with the dissemination of findings (i.e., through traditional venues as well as videos, CD-ROMs).
  - Page charges for articles published, including costs associated with ensuring open access to the findings (e.g., costs of publishing in an open access journal or making a journal article open access).
  - Costs of preparing a research manuscript for publication.
  - Translation costs associated with dissemination of findings.
  - Costs of holding a workshop or seminar, the activities of which relate directly to the funded research (including non-alcoholic refreshments or meal costs).


**Other tool to understand uOttawa eligible research expenses**: General Guidelines – Eligibility of Research Expenditures (2016)

Tri-Agency Awards and General Research Account

07-2019