

In-kind support	Internal In-kind	Non-cash support (for example, salaries of research personnel, research space, and instrument time). This may or may not have to be confirmed through a formal letter signed by the Chair / Director and/or Dean.
	External In-kind	Non-cash support (for example, equipment or supplies, discounts beyond 'fair market value', external research personnel salaries, access to specialized research facilities) provided by a sponsor, documented with an agreement or letter, and which may have to be reported back to the sponsor.

Travel and Knowledge Mobilization

The following is based on University Policy [CFO-3](#) and its related [Handbook](#)

Meals → Per diem		Canada → \$54CAD/day	USA → \$54USD/day	International (other than USA) →
	Breakfast	\$10 CAD	\$10 USD	Overall increase for international travels. Rates posted by the National Joint Council Budgets for Canadian agencies are normally constructed in CAD\$: Bank of Canada currency converter
	Lunch	\$16 CAD	\$16 USD	
	Dinner	\$28 CAD	\$28 USD	

Accommodation rates	Rate of \$45 for accommodations if staying with family/friends is an allowable expense. Accommodation rate paid in local currency. <i>*When staying at a hotel, the lowest rate for single occupancy standard room can be claimed.</i>
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Kilometer rates	Kilometer reimbursement for use of personal vehicle is \$0.49/km (paid in CAD). <i>*An individual can claim per diem mileage or actual cost of rental car and gas. *A printout of the route must be provided for per diem kilometer claims (google maps or other)</i>
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Air & Rail fares	See the Travel and Conferences Handbook p. 17-19.
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Knowledge Mobilization	Organizing a conference or workshop at Concordia	See the Hospitality, Meetings and Events Handbook and work with your Concordia Hospitality Coordinator to explore costs.
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Salaries and Compensation

Stipend or salary?	If the student is doing tasks related to the project, then it is a salary. If they are doing research that applies to their thesis, it is considered a bursary. The exception to this is in CIHR grants where the student is considered a trainee and is doing both, working on the project and on their thesis, but compensated with a bursary.
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Paying students with a bursary	No university or agency minimum amounts	<ul style="list-style-type: none"> Choose a rate that is competitive, we recommend no less than \$18,000 for a MA/MSc student, and \$20,000 for a PhD student. In some cases, the department may provide complementary sources of funding such as TAships. Please contact your department or Faculty to see if they offer complementary sources of funding.
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Budget Building Tips

Postdoctoral fellowships	As per University VPRGS-4	<ul style="list-style-type: none"> PDFs registered at Concordia are considered trainees and are unionized. Paid a <u>minimum</u> of \$30,000/year, set by the University (plus 19.5% in benefits = \$35,850). 	
Hiring student Ras as per the TRAC-RA collective agreement <i>(Concordia students only)</i>		<i>Minimum hourly rate includes holidays and 4% vacation</i>	
	Level	2022/23 rates valid until May 31, 2023 → <i>(For Budgeting purposes: includes 9.7% for benefits)</i>	
	PhD	29.81 → (\$32.70)	
	Masters	22.14 → (\$24.29)	
	Undergrad	17.26 → (\$18.94)	
Hiring non-student RAs (including non-Concordia student RAs) as per the CARE Union Collective Agreement	Benefits	2022-2023 Benefits rate for CARE (non-student) research personnel is 19.5%	
	Level	<i>Min. hourly rate (+benefits + projected increase)</i>	<i>Max. hourly rate (+benefits + projected increase)</i>
	Research Associate	26.68 → (\$32.65)	36.94 → (\$45.21)
	Research Assistant	23.43 → (\$28.67)	32.45 → (\$39.71)
	Support - Professional	23.43 → (\$28.67)	32.45 → (\$39.71)
	Support - Technical	21.72 → (\$26.58)	28.35 → (\$34.69)
**At the time of writing, no 2022-2023 collective agreement had been finalized with CARE. CARE rates stated here are 2021-2022 rates + 2.4% <u>projected</u> increase + 19.5% benefits			
Eligible expenses: Publication, Equipment, and Supplies <i>The following is based on the Tri-Agency guide on Financial Administration; other agency or program-specific guidelines may differ.</i>			
Publication costs	<ul style="list-style-type: none"> 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. 		
Equipment and supplies	Some equipment and supplies are eligible such as training and operating, and maintenance costs. Here is a list of eligible stationery and office supplies. Please note that CIHR only allows for stationary costs related to handing out surveys.		
Computers	Computers, tablets, modems, emerging technology, and other hardware are eligible. However, these expenses must be well justified and directly related to the research.		