### 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, and documented with an agreement / letter and/or which must be reported to the sponsor.

### Travel and Conference Policy (New as of May 1st 2018 Policy CFO-3 and Handbook)

<table>
<thead>
<tr>
<th>Meals/Per diem</th>
<th>Canada 🅰️ $54/day</th>
<th>USA 🅰️ $54/day</th>
<th>International 🅰️ $60CAD/day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td>$16 CAD</td>
<td>$16 USD</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>$28 CAD</td>
<td>$28 USD</td>
<td></td>
</tr>
</tbody>
</table>

**Accommodation rates**
Rate of $45 for accommodations if staying with family/friends is an allowable expense. Accommodation rate paid in local currency (e.g. €45 for Europe or £45 for the UK).

*When staying at a hotel, the lowest rate for single occupancy standard room can be claimed.*

**Kilometer rates**
Kilometer reimbursement for use of personal vehicle is $0.49/KM (paid in CAD).

*An individual can claim per diem mileage or actual cost of rental car and gas.*

*A print out of the route must be provided for per diem kilometer claims (google maps or other)*

**Airfare & Train are**
See the Travel and Conference [Handbook p. 17](#).

**Knowledge Mobilization**
Conferences - Workshops
Work with your Concordia Hospitality Coordinator to explore costs. New as of May 1st 2018 [Hospitality, Meetings And Events Handbook](#)

### Salary costs

**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 if it is a CIHR grant in which case the student is considered a trainee and is doing both, working on the project and on their thesis, but given as a bursary.

**Paying students with a bursary**
No university or agency minimum amounts
- Choose a rate that is competitive, we recommend no less than 18,000$ for a Master’s students, and $20,000 for a Doctoral student.
- In some cases, the department provides complementary sources of funding such as TAships. Please contact your department or Faculty to see if they offer complementary sources of funding.
### Budget Building Tips

#### Postdoctoral Fellowships

**As per Policy on Postdoctoral Fellows (VPRGS-4)**

- If the PDF is registered at Concordia they are considered trainees and are unionized.
- They must be paid a minimum of $30,000/year set by the University (plus 20% in benefits plus 4% vacation).
- For budgeting purposes, note that the benefit rates do not include the cost of vacation (4% or 8.8%) when not part of the base pay. Please refer to the Researcher’s Guide to Financial Management published by Financial Services.

#### Hiring student RAs

**Min. hourly rate includes holidays and 4% vacation pay – 2019/20 rates (April 2019) As per the TRAC-RA collective agreement**

<table>
<thead>
<tr>
<th>Level</th>
<th>2019-2020 Benefit rates</th>
<th>Add 10.0% other benefits effective May 1, 2019 for 2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>27.65</td>
<td>30.42</td>
</tr>
<tr>
<td>Masters</td>
<td>20.53</td>
<td>22.58</td>
</tr>
<tr>
<td>Undergrad</td>
<td>16.01</td>
<td>17.61</td>
</tr>
</tbody>
</table>

***Please note that TRAC rates are higher for 2020-2021***

- PhD 28.37 (31.21 w/ benefits)
- Master’s 21.07 (23.18 w/ benefits)
- Undergrad 16.43 (18.07 w/ benefits)

#### Hiring non-student RAs

**2019-2020 Benefit rates**

- The customized rate for non-student research personnel effective May 1st, 2018 is set at 20%, while the benefit rate for University Faculty & Staff is set at 26.2%.
- For budgeting purposes, note that the benefit rates do not include the cost of vacation (4% or 8.8%) when not part of the base pay. Please refer to the Researcher’s Guide to Financial Management published by Financial Services.

#### Publication, Materials, Supplies and Services

*The following is based on Tri-Council guidelines; please be sure to consult the specific funder’s guidelines as they may differ.*

**Publication costs**

- Eligible expenses:
  - 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 finding

**Equipment and supplies**

- Some equipment and supplies are eligible such as training and operating, and maintenance costs. [Here](#) is a list of eligible stationary and office supplies. Please note that CIHR only allows for stationary costs related to handing out surveys.

**Services and user fees**

- Services and user fees are eligible. You can find details under Services and Miscellaneous Expenses of the Tri-Agency Financial Administration Guide Use of Grant Funds [here](#).

**Computers**

- Computers, tablets, modems, emerging technology, and other hardware are eligible. However, it must be well justified and directly related to the research. Please see the Equipment and supplies sections of the Tri-Agency Financial Administration Guide Use of Grant Funds [here](#).