

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.		
<b>Travel and Conference Policy (New as of May 1<sup>st</sup> 2018 Policy <a href="#">CFO-3</a> and <a href="#">Handbook</a>)</b>				
Meals/Per diem		<b>Canada → \$54/day</b>	<b>USA → \$54/day</b>	<b>International → \$60CAD/day</b>
	<i>Breakfast</i>	\$10 CAD	\$10 USD	All other countries – based on rates posted by National Joint Council. Overall increase for international travels. National Joint Council Website: <a href="https://www.njc-cnm.gc.ca/directive/app_d.php?lang=en">https://www.njc-cnm.gc.ca/directive/app_d.php?lang=en</a>
	<i>Lunch</i>	\$16 CAD	\$16 USD	
	<i>Dinner</i>	\$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 (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 <a href="#">Handbook</a> p. 17.			
Knowledge Mobilization	Conferences - Workshops	Work with your Concordia Hospitality Coordinator to explore costs.  <b>New</b> as of May 1 <sup>st</sup> 2018 <a href="#">Hospitality, Meetings And Events Handbook</a>		
<b>Salary costs</b>				
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	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>		

## Budget Building Tips

Postdoctoral Fellowships	As per Policy on Postdoctoral Fellows ( <a href="#">VPRGS-4</a> )	<ul style="list-style-type: none"> <li>If the PDF is registered at Concordia they are considered trainees and are unionized.</li> <li>They must be paid a minimum of \$30,000/year set by the University (plus 20% in benefits plus 4% vacation).</li> <li>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 <a href="#">Researcher's Guide to Financial Management</a> published by Financial Services</li> </ul>		
Hiring student RAs	<i>Level</i>	<i>Min. hourly rate includes holidays and 4% vacation pay – 2019/20 rates (April 2019) <a href="#">As per the TRAC-RA collective agreement</a></i>	<i>Add 10.0% other benefits effective May 1, 2019 for 2019-2020</i>	<p><b>***Please note that TRAC rates are higher for 2020-2021</b></p> <ul style="list-style-type: none"> <li>PhD 28.37 (31.21 w/ benefits)</li> <li>Master's 21.07 (23.18 w/ benefits)</li> <li>Undergrad 16.43 (18.07 w/ benefits)</li> </ul>
	<i>PhD</i>	27.65	30.42	
	<i>Masters</i>	20.53	22.58	
	<i>Undergrad</i>	16.01	17.61	
Hiring non-student RAs	<a href="#">2019-2020 Benefit rates</a>	<ul style="list-style-type: none"> <li>The customized rate for non-student research personnel effective May 1st, 2018 is set at 20%, while the benefit rate for University Faculty &amp; Staff is set at 26.2%.</li> <li>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 <a href="#">Researcher's Guide to Financial Management</a> published by Financial Services</li> </ul>		
<b>Publication, Materials, Supplies and Services</b>				
<i>The following is based on Tri-Council guidelines; please be sure to consult the specific funder's guidelines as they may differ.</i>				
Publication costs	<p>Eligible expenses:</p> <ul style="list-style-type: none"> <li>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).</li> <li>Costs of preparing a research manuscript for publication.</li> <li>Translation costs associated with dissemination of finding</li> </ul>			
Equipment and supplies	Some equipment and supplies are eligible such as training and operating, and maintenance costs. <a href="#">Here</a> 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 <a href="#">here</a> .			
Computers	Computers, tablets, modems, emerging technology, and other hardware are eligible. However, <b>it must be well justified and directly related to the research</b> . Please see the Equipment and supplies sections of the Tri-Agency Financial Administration Guide Use of Grant Funds <a href="#">here</a> .			