TLEF Information Session
November 13, 2018

Budget Presentation
TLEF Project Budget

Resources

• TLEF Handbook
  
  www.ualberta.ca/centre-for-teaching-and-learning/grants/tlef

• Use of budget template is recommended

• Use link on the main webpage or in Handbook
# Teaching and Learning Enhancement Fund
## Budget Template

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Project Name:</td>
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<tr>
<td>7</td>
<td>Principal Applicant:</td>
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<td>9</td>
<td>Project Start Date:</td>
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<tr>
<td>11</td>
<td>Project End Date:</td>
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</tbody>
</table>

- Using fiscal year April 1-March 31.
- Insert start and end dates for each relevant year.

### Item | Human Resources
---|---
1 | Academic Staff
2 | Support Staff
3 | Graduate Students
4 | External Resources (Consultants)
5 | Other Human Resources

<table>
<thead>
<tr>
<th></th>
<th>Year 1 (2019-20)</th>
<th>Year 2 (2020-21)</th>
<th>Year 3 (2021-22)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Hours</td>
<td>Rate</td>
<td>Budget (Hours)</td>
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<tr>
<td>1</td>
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<td>2</td>
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<td>5</td>
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</tbody>
</table>

### Supplies, Services, Equipment, Travel

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
<th>Price</th>
<th>Budget (Number * Price)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Hours</th>
<th>Rate</th>
<th>Budget (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

### Total Project Cost

<table>
<thead>
<tr>
<th>Item</th>
<th>Hours</th>
<th>Rate</th>
<th>Budget (Hours)</th>
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<tbody>
<tr>
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<td></td>
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<tr>
<td>2</td>
<td></td>
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</tbody>
</table>

### Total Funding Request

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget (Hours)</th>
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</table>

### Contributions from Other Sources

<table>
<thead>
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<th>Item</th>
<th>Budget (Hours)</th>
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<tbody>
<tr>
<td>1</td>
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[Image of Teaching and Learning Enhancement Fund logo]
Budget Basics

• Include the following
  – Total funds requested from TLEF
  – Funding requested from other sources
  – Justification for all expenditures
  – Unit and total cost for salaries/benefits, supplies, equipment, etc.
More Basics

• Align with the fiscal year April 1 to March 31

• Start date should not be earlier than application deadline

• Do not exceed 3 years
Budget and Project Mgmt Plan

• Provide project or research timelines for major activities

• Align budget with Project Management Plan

• Sample plans are posted on the TLEF website
Budget Description

• Accurate and descriptive

• Inclusive and capture activities to be undertaken in your project

• Release of funding can be delayed if any part of the budget needs to be clarified.
Budget Justification

• Be specific in how calculations are derived

• Explain how major funding for capital equipment expenses are integral to the proposal

• Ask yourself – Does this make sense?
Salaries and Benefits

• Applicant is responsible for ensuring appropriate salary scales are used

• Explain your calculations

• Collective Agreements (links provided in handbook and on budget template)
  – Graduate Students (GSA)
  – Support Staff (NASA)
  – Temporary Administrative & Professional Staff (TAPS)
  – Academic Teaching Staff (ATS)
Salaries and Benefits (Cont’d)

• Include
  – Benefits
    • Graduate Students - 10%
    • Support Staff - 23%
    • Temporary Administrative & Professional Staff (TAPS) - 23%
    • Academic Teaching Staff (ATS) - 23%
  – Across the Board (ATB) increases for years 2 & 3 (if applicable)
  – Annual Increments
Graduate Student Salaries

Graduate Student Assistantship Collective Agreement
Monthly Stipend Rates
Effective September 1, 2017 to August 31, 2018

The overall negotiated stipend (Award + Salary) increase effective September 1, 2017 is 2%. There was no increase to tuition; therefore, the award component will remain unchanged and the salary component will increase as follows: Doctoral: 3.56%; Master’s: 3.68%; GTA-PI: 3.22%

<table>
<thead>
<tr>
<th>Hrs/Wk</th>
<th>Award (Fixed)</th>
<th>Salary (Minimum)</th>
<th>Total Stipend (Award + Salary)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>GTA-Doctoral</td>
<td>GTA-Master’s</td>
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<tr>
<td>12 hrs</td>
<td>900.03</td>
<td>1199.74</td>
<td>1107.40</td>
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<tr>
<td>11 hrs</td>
<td>825.02</td>
<td>1099.78</td>
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<td>10 hrs</td>
<td>750.02</td>
<td>999.79</td>
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<td>9 hrs</td>
<td>675.02</td>
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<td>8 hrs</td>
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<td>7 hrs</td>
<td>525.01</td>
<td>699.85</td>
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<td>6 hrs</td>
<td>450.01</td>
<td>599.88</td>
<td>553.70</td>
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<td>5 hrs</td>
<td>375.01</td>
<td>499.89</td>
<td>461.41</td>
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<td>3 hrs</td>
<td>225.01</td>
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<td>2 hrs</td>
<td>150.01</td>
<td>199.96</td>
<td>184.57</td>
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<tr>
<td>1 hrs</td>
<td>75.00</td>
<td>99.99</td>
<td>92.28</td>
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</table>
Salaries and Benefits (Cont’d)

• IMPORTANT:

Principal applicants and co-applicants are *not eligible* to receive remuneration from this fund.
Travel Costs for Dissemination

• Incurred in final year of project

• Will not be more than 10% of total budget (before dissemination costs)
2017-18 Quick Stats - Projects

• 13 applications received; 4 funded
  (down from 2016-17 - 30 applications rec’d, 11 funded)

• $1,207,529 requested [13]; $199,822 [4]

• Award value range: $39,600 - $62,522
  (Awarded over 2 years)
Final Tips

• Think through the steps of the project
• Identify milestones, targets, timelines AND the expenses that will be incurred achieving them
• Budget request should support these and line items should have a rationale/justification
• Be realistic. Ask for the funding that is needed to ensure the project’s success
Tips (Cont’d)

• All TLEF Projects must be setup in Grants 3.0 using the Researcher Home Page and “Request a New Application/Proposal/Project”

• TLEF application signature pages are generated in Grants 3.0. These must be printed and included when submitting the electronic and hard copies of the TLEF application form
TLEF SEED FUNDING - New

Maximum award - $9,000

• Budget Items (Provide a general overview/breakdown of proposed expenses)

Eligible Costs

• Student salaries (undergraduate and graduate assistants)
• Materials, supplies, etc., directly related to the initiative
• Development and production costs directly associated with the project or dissemination of outcomes
• Software and equipment expenses may be funded if there is a pedagogical need clearly identified and no other source of funding exists

[Teaching and Learning Enhancement Fund Logo]
TLEF SEED FUNDING (Cont’d)

Expectations of Recipients

• Successful applicants will be required to "Request a New Application/Proposal/Project" using the Researcher Home Page (Grants 3.0), obtain the authorizing Departmental and Faculty signatures (i.e., Chair and Dean), and forward the form to the Research Services Office

• If appropriate, apply for ethics approval through Research Ethics & Management Online (REMO)
2017-18 Quick Stats – Seed Grants

- 27 applications received; 6 funded
- $151,922 requested [21]; $34,300 [6]
- Award value range: $4,800 - $6,000
Application Deadlines

• Project Applications - January 21, 2019, 4 pm*

• *Internal deadlines will vary by faculty; Contact faculty-assigned Research Facilitators or faculty administrators for specifics

• Seed Grant Applications – March 11, 2019
Notification of Results

• Project Adjudication
  – During Reading Week (Feb. 19 - 22, 2019)
  – Applicants notified in mid to late March
  – New Project speedcode activations can take 2 to 3 weeks AFTER all conditions have been satisfied

• Seed Grant Adjudication
  – Early April
  – Applicants notified in late April/early May
Questions?

Contact: Curtis Champagne
(780) 492-9302
tlef.ctl@ualberta.ca

www.ualberta.ca/centre-for-teaching-and-learning/grants/tlef