

# TLEF Information Session

## November 13, 2018

### Budget Presentation

# TLEF Project Budget

## Resources

- TLEF Handbook

[www.ualberta.ca/centre-for-teaching-and-learning/grants/tlef](http://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**

1												
2												
5	Project Name:											
7	Principal Applicant:											
9	Project Start Date:											
11	Project End Date:											
14	<i>Using fiscal year April 1-March 31, insert start and end dates for each relevant year.</i>		<b>Year 1 (2019-20)</b>			<b>Year 2 (2020-21)</b>			<b>Year 3 (2021-22)</b>			
17	<b>Item:</b>	<b>Human Resources</b>	<b>Hours</b>	<b>Rate</b>	<b>Budget (Hours * Rate)</b>	<b>Hours</b>	<b>Rate</b>	<b>Budget (Hours * Rate)</b>	<b>Hours</b>	<b>Rate</b>	<b>Budget (Hours * Rate)</b>	
19	1	Academic Staff (Specify Numbers of Full-time and/or Part-time + Add: Benefits (23%)* Add Allowance for COLA and Increments										
23	2	Support Staff-Monthly (Specify Numbers of Full-time and/or Casual + Grade.) Add: Benefits (23%)* Add Allowance for COLA and Increments										
27	3	Graduate Students (Specify Numbers of Full-time and/or Casual + if MSc Add: Benefits (10%)* Add Allowance for COLA and Increments										
31	4	External Resources (Consultants)										
33	5	Other Human Resources										
35	<b>A</b>	<b>Sub-Total Human Resources (Add items 1 thru 5)</b>	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	
37		<b>Supplies, Services, Equipment, Travel (Items exceeding \$500 should be specified with rationale and justification)</b>	<b>Number</b>	<b>Price</b>	<b>Budget (Number * Price)</b>	<b>Number</b>	<b>Price</b>	<b>Budget (Number * Price)</b>	<b>Number</b>	<b>Price</b>	<b>Budget (Number * Price)</b>	
39	6	Supplies										
41	7	Services										
43	8	Equipment										
45	9	Computer Hardware										
47	10	Software										
49	11	Other										
51	12	Travel (Not including dissemination of results)										
53	<b>B</b>	<b>Sub-Total Supplies, Services, Equipment and Travel</b>	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	
55	<b>C</b>	<b>Add Sub-Totals for A and B above</b>	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	
57	13	Travel (For dissemination. Final year only; no more than 10% of budget (before dissemination costs).)										
59	<b>D</b>	<b>Total Project Cost (Add Sub-Total for C and item 13)</b>	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	
60		<b>Total Funding Request (Years 1 - 3)</b>									\$0.00	
62		<b>Contributions from Other Sources (if applicable):</b>										
64	14	Source										
66	<b>E</b>	<b>Total Contributions from Other Sources</b>	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	

# 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%

<b>Graduate Teaching Assistantship</b>							
Hrs/Wk	Award (Fixed)	Salary (Minimum)			Total Stipend (Award + Salary)		
		GTA- Doctoral	GTA - Master's	GTA-PI	Doctoral	Master's	GTA-PI
12 hrs	900.03	1199.74	1107.40	1521.93	2099.77	2007.43	2,421.96
11 hrs	825.02	1099.78	1015.11		1924.80	1840.13	
10 hrs	750.02	999.79	922.83		1749.81	1672.85	
9 hrs	675.02	899.81	830.55		1574.83	1505.57	
8 hrs	600.02	799.84	738.25		1399.86	1338.27	
7 hrs	525.01	699.85	645.98		1224.86	1170.99	
6 hrs	450.01	599.88	553.70		1049.89	1003.71	
5 hrs	375.01	499.89	461.41		874.90	836.42	
4 hrs	300.01	399.91	369.13		699.92	669.14	
3 hrs	225.01	299.94	276.86		524.95	501.87	
2 hrs	150.01	199.96	184.57		349.97	334.58	
1 hrs	75.00	99.99	92.28		174.99	167.28	



# 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



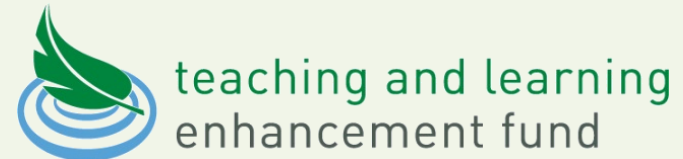
# TLEF SEED FUNDING - *New*

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



# 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](mailto:tlef.ctl@ualberta.ca)

[www.ualberta.ca/centre-for-teaching-and-learning/grants/tlef](http://www.ualberta.ca/centre-for-teaching-and-learning/grants/tlef)



teaching and learning  
enhancement fund