Budget Process Resources

• TLEF Handbook
  http://www.ctl.ualberta.ca/TLEF

• Use of budget template is recommended

• Use link on the main webpage or in Handbook
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
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)
  – Academic Staff (AASUA)
Graduate Student Salaries

### 2016-2017 Minimum Monthly Rates of Pay
(Sept 1, 2016 to Aug 31, 2017)

<table>
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<tr>
<th>Work Hours</th>
<th>Fixed Award</th>
<th>Doctoral Student</th>
<th>Master's Student</th>
<th>Principal Instructor</th>
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<td>1068.09</td>
<td>1474.45</td>
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Salaries and Benefits

• Include
  – Benefits
    • Academic Staff (23%)
    • Support Staff (23%)
    • Graduate Students (10%)

  – Cost of Living Allowance (COLA) for years 2 & 3
    (if applicable)

  – Annual Increments
Salaries and Benefits

• 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)
2015-16 Quick Stats

• 29 applications received; 16 funded (55.17%)

• $2,232,210 requested [29]; $1,052,776 [16] (47.16%)
  Awarded over 3 years.

• Award value range: $7,845 (1 yr) - $188,996 (3 yrs)

• $10,587 in budget errors/omissions caught upfront
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
Timelines

• Applications Due - January 16, 2017*

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

• Adjudication Committee meetings
  February 21 and 22, 2017

• Applicants notified in mid to late March

• New Project speedcode activations can take 4 to 6 weeks AFTER all conditions have been satisfied
Questions?

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          492-9302
          tlef.ctl@ualberta.ca

https://uofa.ualberta.ca/centre-for-teaching-and-learning/tlef