

1. APPLICATION DETAILS

- Submit one (1) copy of the completed application. Ensure that appropriate signatures are on the original document. NOTE: if the applicant is the department Chair/Dean, then an appropriate other person (ie: Acting Chair, Dean, etc.) must sign for the Chair/Dean.
- Application must be received by Research Services no later than 4 pm on the day of the deadline. If the deadline falls on a day the University is closed, then applications are due by 4 pm the next working day.
- The text of all applications must be submitted in English; however, supporting documentation (i.e. abstracts) can be in another language, provided that researchers include translations as appropriate.
- Source(s) and amount(s) of external funding should be included in the budget. Details regarding any restrictions on the use of these funds should also be included.
- Grants are for a one-year term, with the possibility of a six-month extension upon request.
- Each application must have a title unique from any other title previously used to apply for internal or external funding.

2. ELIGIBLE EXPENSES

<p>Research Assistants</p>	<p>At the approved salary & benefit rates. <i>Consult Human Resources for hiring procedures and Research Services for a template of the "Student Confidentiality and Assignment Agreement"</i> http://research.upei.ca/SRA</p> <p>UPEI Student Rates of Pay (effective October 1, 2016): Level 1-Student Base Rate \$11.44 per hour: <i>For all regular student employment</i> Level 2-Student Specialized Rate \$11.81 per hour: <i>At the discretion of the faculty or department, a rate based upon job experience, specialization in a field of study or increased job responsibility or skill requirement.</i> Tutors & Sport Clinic Instructors \$14.41 per hour: <i>At the discretion of the faculty or department, a rate for tutors and sport clinic instructors.</i> Graduate Student Rate \$18.04 per hour: <i>At the discretion of the faculty or department, a rate restricted to</i></p>
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	<p><i>graduate students where specialized skills are required.</i></p> <p>UPEI Research Funded Student Rates of Pay: Note: There MUST be an external source of funding if students are to be hired at these higher rates.</p> <p>Undergraduate Base Rate \$12.66 per hour: <i>The undergraduate student research assistant may be paid at a higher rate when they are hired full-time (33.75 hr/wk) for a period of at least 12 weeks when not taking courses, or for not more than 15 hr/wk during course term.</i></p> <p>Undergraduate Specialized Rate \$14.05 per hour and Graduate Rate \$21.46 per hour: <i>The rate of pay is determined by:</i> <i>a) the training required and experience of the student relative to the planned research assistantship, and</i> <i>b) the availability of research funding.</i></p> <p>All student rates of pay include vacation. For budgeting purposes, please remember to add an additional 10% to your calculations to cover statutory benefits. Please do not add this to the salary rates of pay. The levels of education refer to the level required to perform the duties, not to the education level of any individual student performing the work.</p> <p>All automatic pay and time sheets are to be submitted through Human Resources.</p> <p>Detailed information on HR Hiring Policy and Process can be viewed at www.upei.ca/humanres/recruitment-policy-and-process</p>
Tech Services	At rates set by IT Systems & Services or Marketing & Communications
Media Services	When required for research purposes
Materials and Supplies	As necessary for completion of the project only if these are not available through the University or department
Computers and other Equipment	<p>Computers and related equipment for research projects are supported only where there is a demonstrated need for specialized research related equipment.</p> <p>The computer and equipment must be integral to the research project.</p> <p>As necessary for completion of the project only if these are not available through the University or department. Equipment designated as part of a research grant, including all computer equipment and software, is the property of the University and is</p>

	provided to the researcher on a temporary or long-term basis. Equipment may revert to general University use on completion of the project.															
Computer or Equipment time	Budgeted on an hourly basis															
Animal Care	At current rates															
Travel Costs and Per Diem	<p>Travel supported by research grants or contracts must comply with University regulations and policies. Costs incurred in the collection of data are eligible. The principal investigator of a grant must approve all travel expenditures and travel advances being charged to his/her research grant, using a Travel Claim Report. It is the responsibility of the traveler to ensure that he or she has appropriate insurance coverage to support the travel (particularly important when traveling internationally). If the traveler is the principal investigator, the claim must be countersigned by the department head or dean confirming the relevance of the travel to the research being funded.</p> <p>Per Diem Meal Allowances (effective July 2016)</p> <table border="1"> <thead> <tr> <th></th> <th>Travel within Canada (CAD)</th> <th>International Travel including the US (USD)</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>\$12.00</td> <td>\$12.00</td> </tr> <tr> <td>Lunch</td> <td>\$18.00</td> <td>\$18.00</td> </tr> <tr> <td>Dinner</td> <td>\$25.00</td> <td>\$25.00</td> </tr> <tr> <td>Total</td> <td>\$55.00 CAD</td> <td>\$55.00 USD</td> </tr> </tbody> </table> <p>Per Diem rates for travel to Northern Canada (Yukon, Nunavut and Northwest Territories) are Breakfast \$20, Lunch \$35, Dinner \$45, and Full Day \$100 CDN. Per kilometer rate to be paid shall be 40.0 cents. ALL TRAVEL IS GOVERNED BY THE UPEI TRAVEL POLICY</p>		Travel within Canada (CAD)	International Travel including the US (USD)	Breakfast	\$12.00	\$12.00	Lunch	\$18.00	\$18.00	Dinner	\$25.00	\$25.00	Total	\$55.00 CAD	\$55.00 USD
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Accommodations	The Canadian Association of University Business Offices (CAUBO) has a listing of hotels at which University travelers receive corporate rates or discounts. The rates can be obtained from www.caubo.ca . When not staying at conference designate hotels, employees would normally be expected to stay at hotels where lower negotiated room rates are available or other equivalent accommodation can be provided.															
Printing Services	Rates set by UPEI Central Printing for research materials															
Typing, Word Processing, Camera Ready Copy	Family members are not normally eligible for payment (exceptions made only with prior approval of the VP Research) Applicant must demonstrate that it is not possible to obtain the															

	service through internal channels. Funds will not be awarded for repeat preparation of the same manuscript.
Inter-Library Loan	Fees
Payment of Participant	Only if: - this practice is the norm for the discipline - the project, including participant payment has received Research Ethics approval

HST Impacts on Research:

Although there is no HST charged on research salaries and wages, the majority of other goods and services purchased for research activities are subject to HST; and HST must be considered when estimating costs of research. A general rule of thumb is any expense that was subject to GST will be subject to HST.

It is important to ensure that the impact of taxes on research goods and services is accounted for within the budgeted cost categories.

The University is part of the MUSH group (municipalities, universities, schools, hospitals). Organizations within this group will continue to receive a 67% rebate on the 5% GST portion of the total 15% HST. Therefore, the amount that will be charged to research accounts will be 33% of the 5% GST portion of HST plus the remaining 10% of HST for a total net HST tax of 11.65%

Useful University Policy Links:

The following University policies will provide important clarifications on a variety of items and processes throughout your budget preparation and project execution. These policies can all be found on the University's policy page at <http://www.upei.ca/policy/>

- Travel Expenses Policy
- Corporate Credit Cards, Assignment and Use of
- Procurement Policy
- Wireless Communication Devices
- Student Hiring and Employment

3. INELIGIBLE EXPENSES

The following items are ineligible:

- consultation fees paid to other faculty members
- subcontracting of research
- purchase of books
- research costs (excluding travel) applied for retroactively
- travel for sabbaticants (to/from the sabbatical location)
- attending a conference for dissemination of results
- grant over-expenditures