

Research Grant Development & Budgeting

Where to start

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Brandi Povitz, Research Grants Development Officer
Grant Development Office
Cumming School of Medicine

November 1, 2024



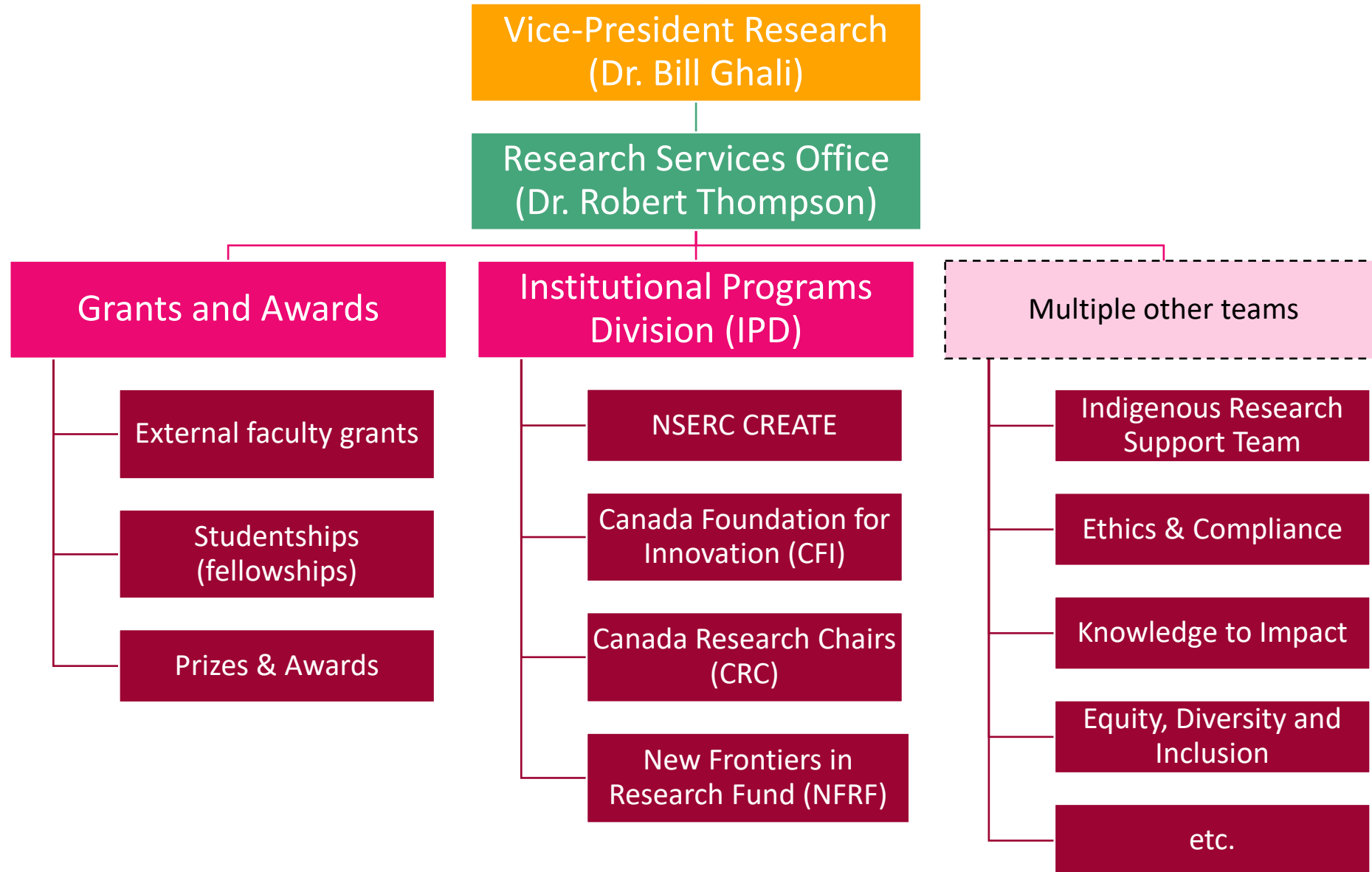
The University of Calgary, located in the heart of Southern Alberta, both acknowledges and pays tribute to the traditional territories of the peoples of Treaty 7, which include the Blackfoot Confederacy (comprised of the Siksika, the Piikani, and the Kainai First Nations), the Tsuut'ina First Nation, and the Stoney Nakoda (including Chiniki, Bearspaw, and Goodstoney First Nations). The City of Calgary is also home to the Métis Nation of Alberta Region 3.



Agenda

- Introduction to institutional resources and units that support research grant development
- Project Planning and Timelines
- Budgeting & Budget Justifications

Research Services Office



Research Services Office – Grants & Awards

- Institutional Signing Authority
- External Faculty Grants
 - Examples:
 - Canadian Institutes of Health Research (CIHR)
 - Natural Sciences and Engineering Research Council (NSERC)
 - AHS SCN Seed Grants
 - Foundations/Not-for-Profits
 - Government funding
- Facilitate incoming sub-grant awards
- Facilitate all Project Set-Up

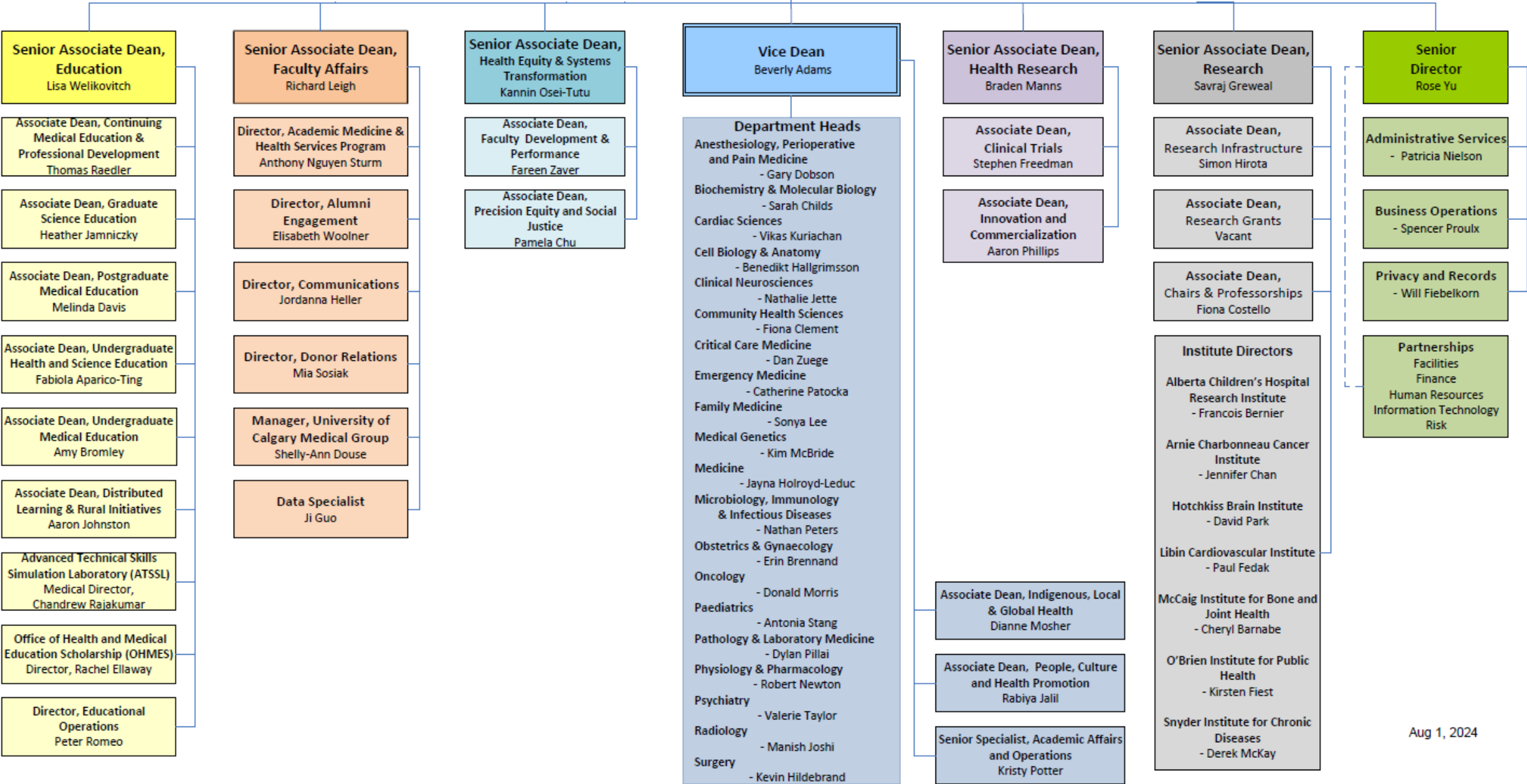
rsogrants@ucalgary.ca

rsotraineer@ucalgary.ca

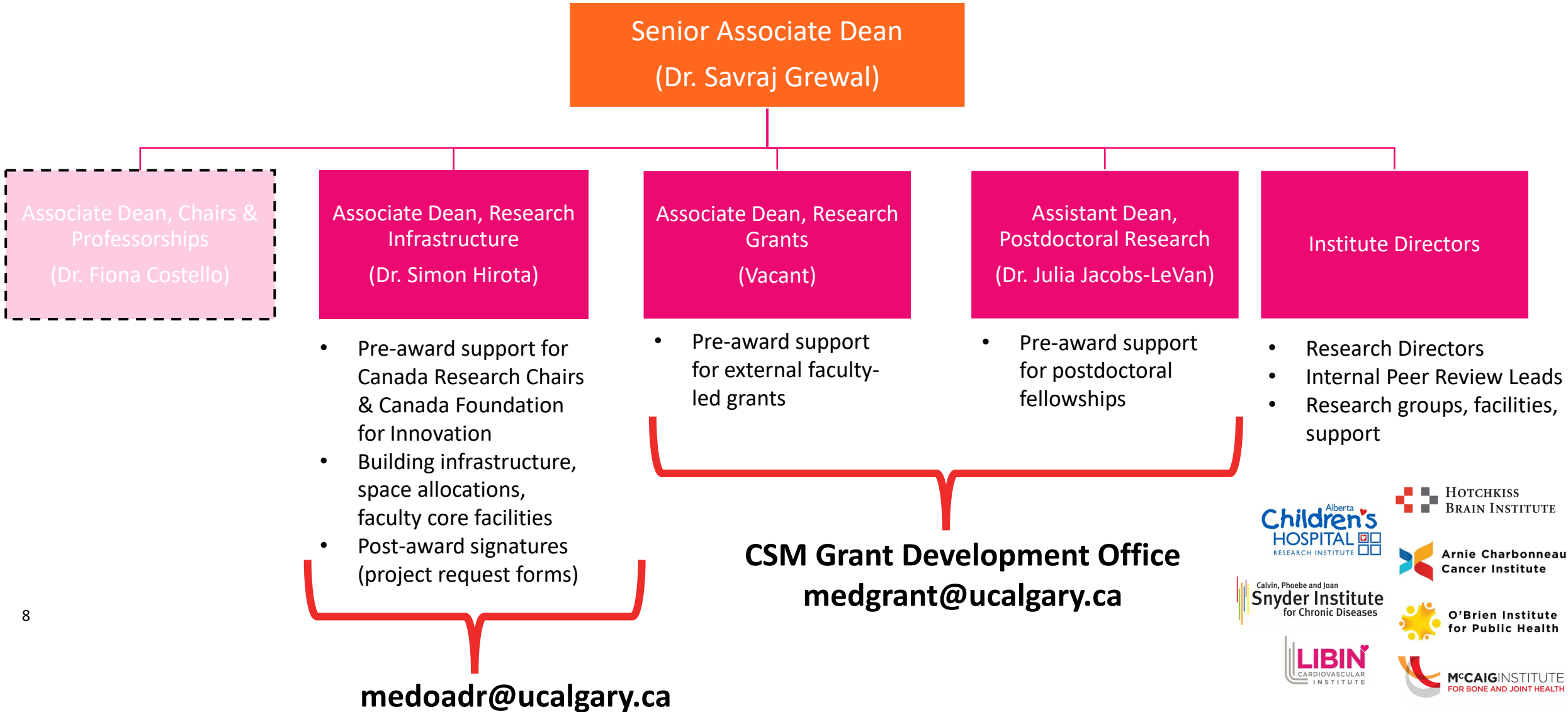
(Just some of the) Other Offices in RSO

- Equity, Diversity and Inclusion in Research (EDI)
 - Can consult on EDI related queries for your research projects/proposals
 - equity@ucalgary.ca
- Knowledge to Impact Team
 - Build and maintain meaningful partnerships between UofC and community partners
 - Partnership Matchmaking
 - Research Collaboration Support
 - Knowledge Mobilization Planning
 - Capacity Building
- Indigenous Research Support Team (IRST)
 - Support and strengthen Indigenous-related research capacity.
 - IRST will be the point of contact for all university researchers doing any work within the broader Indigenous landscape, including with Indigenous communities and on Indigenous lands.

Dean of Medicine
Todd Anderson



Office of the Associate Dean Research (OADR)



CSM Grant Development

- TBA, Associate Dean, Research Grants
(acting: Dr. Savraj Grewal, Senior Associate Dean)
- Dr Jacobs-LeVan, Assistant Dean Postdoctoral
Research



Jenna Slobozian

Manager, Grant Development



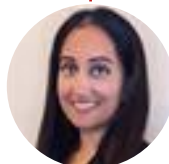
Clint Westgard

Senior Grant
Development Officer



Brandi Povitz

Grant Development
Officer



Priya Jaggi

Grant Development
Officer



Mohit Jain

Grant Development
Officer



Laurie Simmonds

Program Support
Coordinator



Vienna Doenni

Fellowship
Development Officer

Grant Development Office

- Identifying funding opportunities
- Internal Peer Review
- Analysis of Funding Trends
- Workshops/information sessions/small working groups/ 1:1 meetings
- Development of resources/tools for grant development/writing
- Describe and explain complex funding application guidelines and processes

Grant Development Office

- Facilitating relationships and communications between internal and external stakeholders
- Criteria review of grants based on knowledge of agency (reviewer) requirements/expectations
- Advising groups and teams on existing research support services (navigational support)
- Mailing lists; for both faculty and postdoctoral scholars
- Submission Process Support – RSO & Agency

- Support for Post-Doctoral Fellowships and Research Grants

ECR Program of Support

- Began May of 2020
- We now have 30+ recorded webinars available for on-demand viewing on our [Grant Development Office \(GDO\) site](#)
 - ABCs of DMPs – Data Management Plans
 - Finding Research Success as a Clinician Researcher
 - Grant Basics: Anatomy of a Research Grant
 - Grant Basics: How to submit your grant
 - How to find a research grant: How and where to look for funding
 - How to incorporate equity, diversity and inclusion into your research grant proposals
 - Making friends in science: Collaborating outside the academy
 - The Black Box of CIHR Peer Review Committees
 - Making friends in science: Collaborating with other academics
 - Making the Most of Your Significant Contributions
 - Money, money, money: All about grant budgets
 - Planning the best response to an unsuccessful grant
 - Ready, Set... Preparing to submit your first grant
 - Ready, Set, Revise: IPR in a time of COVID
 - Strategic Clinical Network: Working with researchers to drive evidence into care
 - Black Box of CIHR Virtual Review Committees
 - Writing for Different Audiences, from the lay person to the grant review committee



ECR Program of Support

In addition to the webinars, we have developed multiple '1-pagers':

- Idea to Submission Pathway
- How to Submit a Grant
- How to Find Grant Funding
- How to Choose a Peer Review Committee
- Advice from Inside the Black Box of CIHR Peer Review Committee
- More Advice from Inside the Black Box
- Best Practices for Effective Internal Peer Review
- How Can the CSM Grant Development Office Help You
- Important Contacts List

Grant Development Office

- Budget Calculator
- Equity, Diversity and Inclusion (Sex and Gender Considerations)
- Research Support Environment
- Sample Successful Applications
- Guide for Applying
- Past/Current Reviewer Lists
- Knowledge Translation (Implementation Science) Resources
- Internal Peer Review Resources/Organization
- Research Enhancement Program
- External Honoraria

<https://cumming.ucalgary.ca/research/services/grant-development-research-facilitation>

Project Management (PM) Toolkit

- Variety of PM tools and resources designed to help you develop your research program and projects
- The guides, tools and templates are intended to be adapted for your individual needs and requirements

All the tools, templates and resources are designed to help you convey complex information into clear and concise formats for a variety of audiences (e.g., reviewers)

Project Management Toolkit



1. Strategy & Planning

- Build your research project and prepare for a Chalk Talk using our [Research Project Planning Canvas](#). Create a well-rounded equity, diversity, and inclusion strategy using our [EDI Canvas](#). Finally, stay organized as you prepare a grant application and keep track of future funding opportunities with our customizable [Research Project LogBook](#).

2. Aims, Activities and Milestones

- Learn how to develop well-defined and measurable milestones for your proposal using the [Developing Milestones Tool](#). In the [Aims, Activities and Milestones guide](#), discover the most effective options for illustrating your project aims, milestones and timelines using Timelines, Gantt Charts and Grants at a Glance

3. Governance

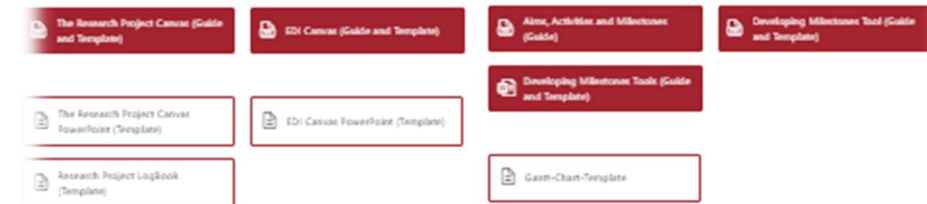
- The [Governance Planning Tool](#) will guide you in developing a governance plan. The Team Composition Resources Guide contains multiple team structuring tools. To help define the roles of individuals on the team you can use the [RACI Matrix](#). The [Stakeholder Engagement Table](#) will help define your stakeholders and their engagement in the project

4. Risk & Limitations

- Documents will provide you with the tools necessary to perform a thorough [Risk Analysis](#) which will help you identify risks, how they will impact your project and how to set out a response plan should a risk occur

1. STRATEGY & PLANNING

Get started on your grant development journey and track your to do list with tools designed to help you plan and develop your research project from its earliest stages. Build your research project and prepare for a Chalk Talk using our [Research Project Planning Canvas](#). Create a well-rounded equity, diversity, and inclusion strategy using our [EDI Canvas](#). Finally, stay organized as you prepare a grant application and keep track of future funding opportunities with our customizable [Research Project LogBook](#).



3. GOVERNANCE

Build your team and plan for how you will work together. These tools and resources will help you determine who is involved in a project, how their involvement relates to the activities required to accomplish the project objectives, and the governance structures required for an effective team. The [Governance Planning Tool](#) will guide you in developing a governance plan. The Team Composition Resources Guide contains multiple team structuring tools. To help define the roles of individuals on the team you can use the [RACI Matrix](#). The [Stakeholder Engagement Table](#) will help define your stakeholders and their engagement in the project, while the [Communications Matrix](#) will organize your team's communication.



2. AIMS, ACTIVITIES & MILESTONES

Defining and illustrating your project aims and activities is critical for a successful proposal. Learn how to develop well-defined and measurable milestones for your proposal using the [Developing Milestones Tool](#). In the [Aims, Activities and Milestones guide](#), discover the most effective options for illustrating your project aims, milestones and timelines using Timelines, Gantt Charts and Grants at a Glance. Link your project aims and timeline to your personnel and budget using a [Gantt Chart](#).

4. RISKS & LIMITATIONS

Everyone is familiar with the concept of a risk, yet we often fail to properly account for them when writing a grant application. Grants will often ask the applicant to consider challenges when asking for a risk analysis. The following documents will provide you with the tools necessary to perform a thorough [Risk Analysis](#) which will help you identify risks, how they will impact your project and how to set out a response plan should a risk occur. As part of a full analysis, these resources contain a [Probability/Impact Matrix](#) which helps prioritize your risks by factoring in a risk's impact in relation to its probability of occurring and a [Risk Impact Analysis](#) which will help identify priority areas of your project which are most impacted through risk occurrence.

Office of Faculty Development and Performance (OFDP)

- Offers programming and resources for orientation, faculty reporting, career development, leadership development, teacher development, as well as Equity, Diversity and Inclusion training
 - Once a year (usually the fall) they offer a New Faculty Orientation

<https://cumming.ucalgary.ca/office/ofdp>

ofdp@ucalgary.ca

Office of the Associate Dean Research (OADR)

- **Calgary Centre for Clinical Research**

- Offers essential services for clinical research funded by industry, as well as select services for non-industry funded studies - all designed to help advance the pace and improve the efficiency of clinical research, from start-up through close-out.
 - Liaison services (AHS and Industry)
 - Trial Administration and management services
 - Budget services
 - Startup services
 - Regulatory compliance services
 - Clinical Trial Management System (CTMS)
 - Clinical Research Fund (CRF)

- **CSM Legal**

- Legal review of contracts, agreements, terms and conditions: drafting, negotiation and execution

Others

- UService (formerly the Integrated Service Center)
 - 403.210.9300
 - Finance (finance@ucalgary.ca)
 - HR (hr@ucalgary.ca)
 - IRISS/HREBA (iriss.support@ucalgary.ca)
 - IT (it@ucalgary.ca)
 - Onboarding (onboarding@ucalgary.ca)
 - Research Management System (RMS) (RMSHelp@ucalgary.ca)
- Graduate Science Education (For Faculty level signature on graduate scholarships)
 - medgse@ucalgary.ca
- Clinical Research Unit (CRU)
 - Data capture (REDCap etc), databases and data management
 - Statistical support for CT as well as observational studies
 - cru@ucalgary.ca

Project Planning & Budgeting from Scratch



UNIVERSITY OF
CALGARY



What (almost always) goes into a grant application?

- Administrative information
- Participant list
- Project information
- Title & Lay Titles
- Scientific & Lay Summaries
- Research Proposal
- CV/Biosketches
- Letters of support/collaboration
- Budget
- Budget Justification
- Peer Review Information
- Signature pages

What (sometimes) goes into a grant application?

- Response to previous reviews
- Summary of progress
- Patient/family/caregiver statement
- Impact statement or how project aligns with competition objectives/agency mandate
- Innovation statement
- Commercialization plan
- Knowledge translation plan
- Mentorship plan
- Governance plan
- Training plan
- Equity, diversity and inclusion
- Data management plan/resource sharing plan
- Most significant contributions
- Institutional documents
- Institutional letter of support
- Applicant demographic info



The Research Proposal

- Length varies by competition (check guidelines)
- Basic structure (consult guidelines/review criteria)
 - Overview
 - Problem, importance and significance
 - Goals, hypothesis, specific aims
 - Anticipated outcomes
 - Preliminary data
 - Research approach/methods
 - Limitations, challenges and mitigation strategies
 - Research environment, experience and expertise



Budget and budget justification

- The application will usually include a budget table/template
- Budget Justification: This is where you explain to your reviewers what you need and why and how much it will cost.
- Typical budget categories
 - Staff/Personnel
 - Trainees
 - Consumables (e.g., reagents, animals, services)
 - Non-consumables (e.g., equipment)
 - Knowledge translation and travel
 - Other

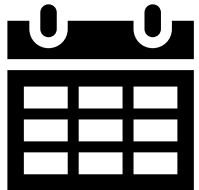
Calculating Your Budget



WHAT resources do you need to successfully conduct your project?



WHO will perform the work (and **WHERE**)?

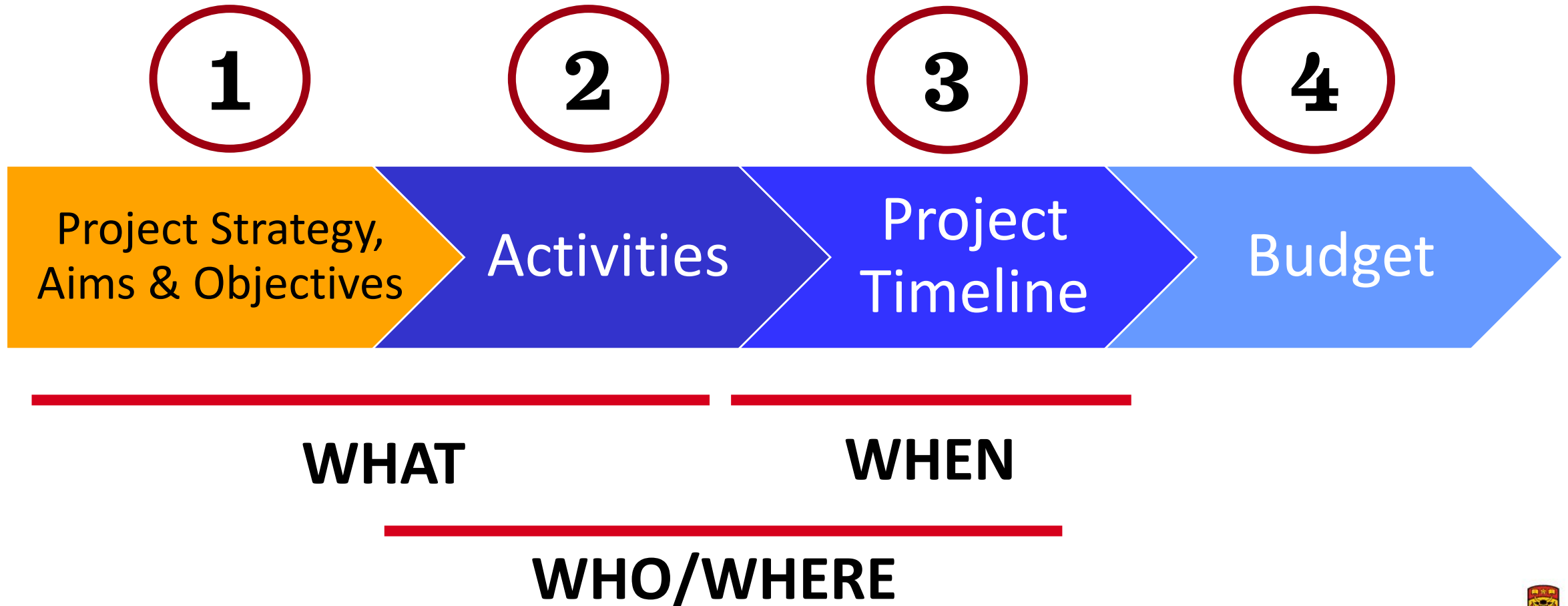


WHEN will you need what?



WHY do you need each budget request?

The Budgeting Pathway



1

Start with a high-level project overview

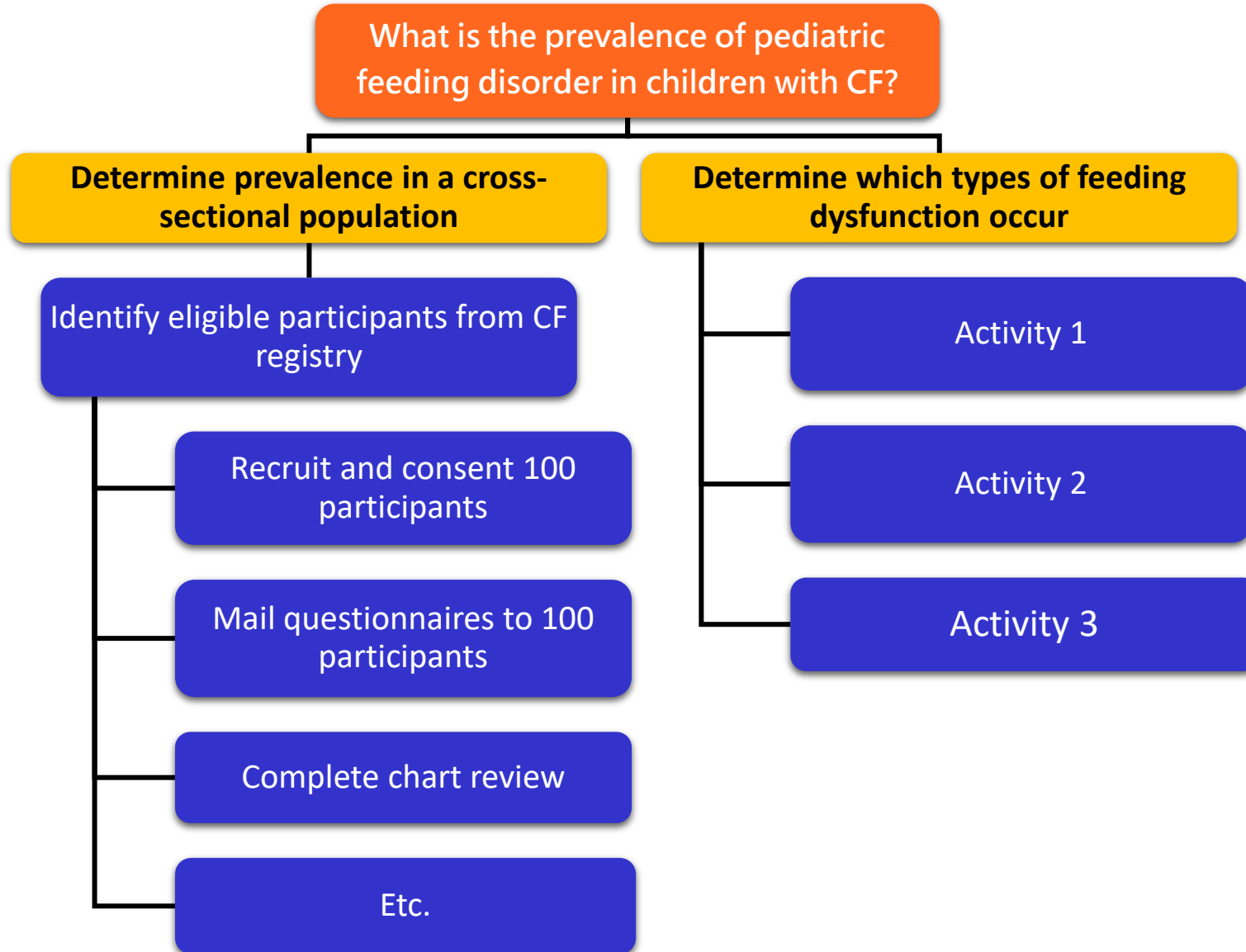
THE RESEARCH PROJECT CANVAS (guide)

<p>Key Partners (research team, experience and expertise; letters of support)</p> <ul style="list-style-type: none"> Who do you need on your research team? Who do you need to engage? Who do you need support from? What will each provide? What key activities will they perform? What strengths do they bring? <p><i>Related:</i> Theme 3 - Governance</p>	<p>Key Activities (specific aims, research approach, scope of work)</p> <ul style="list-style-type: none"> What are the key activities you will need to complete? What experiments and methods will you employ? What data will you collect? Are there other activities that are part of your project? (e.g., HQP training, community outreach) <p><i>Related:</i> Theme 2 - Milestones, Timelines & Deliverables</p>	<p>Research Question/Hypothesis</p> <ul style="list-style-type: none"> What is your research question, hypothesis and specific aims? What are your short-term and long-term goals? <p>Value Propositions (importance and significance, outcomes)</p> <ul style="list-style-type: none"> What is the value proposition(s) for each of your target groups? What problem or gap are you addressing and why is it important to each of your target groups? How will your research help? 	<p>Relationships & Engagement (governance, engagement, HQP training plan, research team)</p> <ul style="list-style-type: none"> Do you have relationships with your key partners and target groups? How do you interact and communicate with each group? How frequently? How will you nurture and manage these relationships? How do you consider principles of equity, diversity and inclusion in these relationships? <p><i>Related:</i> Theme 3 - Governance</p>	<p>Target Groups (knowledge translation plan)</p> <ul style="list-style-type: none"> Who will be interested in or impacted by your research? At what point will they be interested/impacted? Are there groups who may be negatively impacted?
<p>Key Resources & Strengths (experience, expertise and research environment)</p> <ul style="list-style-type: none"> What is your unique advantage? What resources do you have? (e.g., equipment, expertise, experience, data, samples) What resources will you need to acquire? 	<p>Risks and Constraints (risks/limitations & mitigation strategies)</p> <ul style="list-style-type: none"> What are the risks, challenges and limitations? What are the constraints within which you need to work? How will you deal with these? Are there debates, controversies or trends in the field that you need to contend with? <p><i>Related:</i> Theme 4 - Risks & Limitations</p>		<p>Knowledge Translation & Sharing (knowledge translation plan, data management plan)</p> <ul style="list-style-type: none"> How will you share information, data and/or results with each of your target groups, with your research team and partners? How will you make your data findable, accessible, interoperable and reusable (FAIR)? 	<p>(funders, peer review information, suggested/excluded reviewers)</p> <ul style="list-style-type: none"> Who might fund this work? Which funders/competitions? Which review committees would be interested in this project? Are there funders or reviewers who would not be receptive to your research?
<p>Costs (budget)</p> <ul style="list-style-type: none"> What are the financial costs? <ul style="list-style-type: none"> Personnel, materials/supplies, equipment, infrastructure, knowledge translation, travel, other What is the opportunity cost to you and your partners, professionally and personally? (e.g., time, energy, staff, personnel) 	<p>Performance Indicators (performance measurement plan, governance, milestones)</p> <ul style="list-style-type: none"> How will you track progress and measure success? How frequently will you measure? <p><i>Related:</i> Theme 2 - Milestones, Timelines & Deliverables</p>	<p>Benefits & Outputs (deliverables, HQP training plan)</p> <ul style="list-style-type: none"> What are the benefits to you and your key partners? Why are your partners/team members motivated to participate? What are the anticipated outputs? What will your research “produce” (e.g., knowledge, tools, publications, highly qualified personnel) <p><i>Related:</i> Theme 2 - Milestones, Timelines & Deliverables</p>		

Key Partners <ul style="list-style-type: none"> • Canadian CF registry • CF clinic • CF family committee • Supervisor • Clinical Research Unit Biostatistician • CF dietician 	Key Activities <ul style="list-style-type: none"> • Participant recruitment • Participant consent • Administer questionnaires • Chart review 	Research Question/Hypothesis <ul style="list-style-type: none"> • How prevalent is pediatric feeding disorder in children with CF? • Which types of feeding dysfunction occur? 	Relationships & Engagement <ul style="list-style-type: none"> • Meet with supervisor bi-weekly • Supervisor has ongoing collaboration with the CF clinic & dietician • CF families:??? 	Target Groups <ul style="list-style-type: none"> • Pediatricians • Pediatric CF specialists • Pediatric dieticians • Parents of children with CF
Key Resources & Strengths <ul style="list-style-type: none"> • Large study population available via CF registry • Patients have consented to be contacted for research 	Risks and Constraints <ul style="list-style-type: none"> • Time: Project must be completed within 12 months • Ethics approval not yet obtained • Registry access not yet obtained 	Value Propositions <ul style="list-style-type: none"> • Physicians & Dieticians: Better understanding of why children with CF may have inadequate dietary intake → more appropriate treatment • Patients & Caregivers: better support their children to achieve adequate nutrition; 	Knowledge Translation & Sharing <ul style="list-style-type: none"> • Infographic for CF families • Poster presentation at peds conference • Oral presentation at resident research day & peds grand rounds • Open access publication in peds journal 	Funding <ul style="list-style-type: none"> • Cystic Fibrosis Foundation • ACHRI internal funding competition • In-kind contributions from CF clinic
Costs <ul style="list-style-type: none"> • Postage to mail questionnaires • Poster printing • Open Access fees • Laptop 	<ul style="list-style-type: none"> • Statistical software • Conference travel • Secure data storage • Research coordinator time • Statistical services 	Performance Indicators <ul style="list-style-type: none"> • REB approval • Enrollment complete • 50% & 80% questionnaires received • Chart review completed • Data Analysis completed • Manuscript submitted 	Benefits & Outputs <ul style="list-style-type: none"> • Resident research day presentation/poster • Publications/citations • Identify areas to target in future research/interventions • Gain research experience needed to become clinician-scientist and secure research fellowship <p>Canvas based on: Bashir et al. (2023) JPGN 77(6):819-823</p>	

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List your project aims and associated activities (requires a detailed study protocol)





Direct Costs

Research Staff
(salaries + benefits)

Trainees
(student stipends;
salary + benefits for
PDFs)

Consumables
(i.e., materials,
supplies, services)

Non-Consumables
(i.e., equipment)

Knowledge Translation
(and dissemination;
i.e., publication costs,
conference travel)

Other
(i.e., other expenses
directly related to the
research)

Indirect Costs

- Things the institution provides to everyone free of charge.
 - e.g., heat, lab/office space, library holdings, general legal, financial and administrative services
- Calculated as a percentage of direct costs.
- Many research grants do not allow you to request funding for indirect costs, but **if indirect costs are eligible** you need to include them in your budget

3

Create a Project Timeline

	Months 1-3	Months 4-6	Months 7-9	Months 9-12
Aim 1				
Study protocol				
REB and registry access approval				
Recruit participants				
Mail questionnaires				
Chart review				
Record questionnaire data				
Analyze data				
Prepare manuscript				
Present at conference				
Present at resident research day				
Submit manuscript				
Research coordinator				
Statistician				
Aim 2				
Activity/Milestone 2.1				
Activity/Milestone 2.2				
Activity/Milestone 2.3				
Activity/Milestone 2.4				
Staff 1				
Staff 2				

Steps:

- 1) Order your activities
- 2) Estimate the time it will take to complete each activity
- 3) Determine the start and end date for each activity
- 4) Link your personnel/trainees to the project timeline

Key	
	<i>Aim 1</i>
	<i>Aim 2</i>
	<i>KT</i>
	<i>Personnel</i>



- Calculate quantities (and breakdown quantities by budget period)
- Determine costs
 - **Get new quotes**
 - **Check current pricelists**
 - Look at past project costs
 - Talk to people who have done it
 - Don't forget about hidden costs
 - Shipping, benefits, currency exchange, indirect costs (if eligible), warranties and maintenance for equipment, clinical trial insurance for international participants
- Always check the funder's guidelines for eligible and ineligible costs—if something is ineligible but critical for your project, you will need to:
 1. Find alternate funding sources or ways to access that resource
 2. Modify your project
- Be aware of institutional policies and guidelines



Where to go for help

- CSM Grant Development: Assistance with agency and institutional requirements, budgeting resources and general budgeting help
- Calgary Centre for Clinical Research: Clinical research costs; clinical trial budgeting
- HR: Staff costs
- Service providers (i.e., core facilities, Clinical Research Unit, Health Sciences Animal Research Centre, AHS Research Pharmacy): Detailed quotes

Calculate the Budget

CSM Grant Development Budget Calculator

AUPE Staff Budget												
	Base Salary*	Full-time Equivalents (FTEs)					Salary* (with 3% annual increase in Years 2-5)					
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	5 Year Total
		Employee 1						\$0	\$0	\$0	\$0	\$0
Benefits** (26%)						\$0	\$0	\$0	\$0	\$0		
Employee 1 - total						\$0	\$0	\$0	\$0	\$0	\$0	
Employee 2						\$0	\$0	\$0	\$0	\$0		
Benefits** (26%)						\$0	\$0	\$0	\$0	\$0		
Employee 2 - total						\$0	\$0	\$0	\$0	\$0	\$0	
Employee 3						\$0	\$0	\$0	\$0	\$0		
Benefits** (26%)						\$0	\$0	\$0	\$0	\$0		
Employee 3 - total						\$0	\$0	\$0	\$0	\$0	\$0	
Employee 4						\$0	\$0	\$0	\$0	\$0		
Benefits** (26%)						\$0	\$0	\$0	\$0	\$0		
Employee 4 - total						\$0	\$0	\$0	\$0	\$0	\$0	
Employee 5						\$0	\$0	\$0	\$0	\$0		
Benefits** (26%)						\$0	\$0	\$0	\$0	\$0		
Employee 5 - total						\$0	\$0	\$0	\$0	\$0	\$0	
Employee 6						\$0	\$0	\$0	\$0	\$0		
Benefits** (26%)						\$0	\$0	\$0	\$0	\$0		
Employee 6 - total						\$0	\$0	\$0	\$0	\$0	\$0	
Total						\$0	\$0	\$0	\$0	\$0	\$0	

AUPE Employees

***Salary increases:** The AUPE collective agreement expired March 31, 2024. A new agreement is under negotiation. V make sure to **consult the salary schedules** (Schedule A) on pages 53-55 of the existing AUPE collective agreement (lir across-the-board increases in 2023. In addition to the across-the-board increases, AUPE staff receive annual increme when setting the base salary for existing staff (i.e., **base salary is the salary the staff member will receive in year 1 of today**). The calculator will automatically add a 3% annual increase for all AUPE staff in years 2-5.

For more details see the full AUPE collective agreement: <https://www.ucalgary.ca/hr/sites/default/files/teams/2>

****Benefits:** Exact benefit amounts will vary depending on the starting salary, type of benefits (family, single) and otl The calculator applies a benefit rate of 26% for all staff. The budget calculator formulats can be adjusted as needed. For more precise estimates see the Finance Office's benefits cost calculator: <https://www.ucalgary.ca/finance/>

For sample job profiles visit: <https://www.ucalgary.ca/hr/work-compensation/compensation/aupe-research-hire-templates>

(Examples of **some** salary ranges effective Sept. 2023)

AUPE Employee Category	Salary Range
Administrative Assistant OPAll	\$36,946–\$55,419
Research Assistant (analytical) SPA I	\$43,152–\$63,627
Research Coordinator SPA II	\$49,267–\$71,799
Lab Technician/Research Assistant (technical) TEC 1	\$45,172–\$65,702
Lab Manager TEC II	\$59,496–\$86,141
Research Analyst (Technical) TEC II	\$59,496–\$86,141
Research Associate TEC III	\$73,874–\$106,707

For more information about staff salaries contact HR: hr@ucalgary.ca

<https://uofc.sharepoint.com/sites/IPR/SitePages/Budget%20Calculator.aspx>



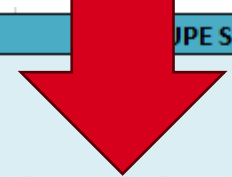
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Example Budget

Research Staff

- 0.2 FTE Research Coordinator for 3 months @ \$70,000/year base salary + 26% benefits (\$4410) + 3% annual increase-
- Biostatistician: 3 hours in months 1-3 and 10 hours in months 9-12 @ \$150/hour (\$1950)

AUPE Staff Budget												
	Base Salary*	Full-time Equivalents (FTEs)					Salary* (with 3% annual increase in Years 2-5)					5 Year Total
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	
		Employee 1	\$70,000	0.05					\$3,500	\$0	\$0	
Benefits** (26%)							\$910	\$0	\$0	\$0	\$0	
Employee 1 - total							\$4,410	\$0	\$0	\$0	\$0	\$4,410



AUPE Staff Budget										
	Base Salary*	Full-time Equivalents (FTEs)				Salary				Total
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
		Employee 1	\$70,000	0.2				\$3,500	\$0	
Benefits** (26%)						\$910	\$0	\$0	\$0	
Employee 1 - total						\$4,410	\$0	\$0	\$0	\$4,410

Research Staff

- 0.2 FTE Research Coordinator for 3 months @ \$70,000/year base salary + 26% benefits (\$4410) ~~+3% annual increase~~)
- Biostatistician: 3 hours in months 1-3 and 10 hours in months 9-12 @ \$150/hour (\$1950)

Consumables

- Computer (\$2000)
- RedCap service fees (\$350)
- Two-way postage for 100 questionnaires ($\$1.15 \times 200 = \230)

Knowledge Translation

- Open access fees for 1 publication (\$5560)
- Travel/conference costs: Registration, airfare and travel for 1 national conference (\$3000)
- Poster printing (\$100)

TOTAL: \$17,600



Funders want to know that you will use their money effectively and economically

- Explain why you need each item—there should be no surprises!
- Be honest, thoughtful and detailed
- Your budget justification should:
 - Support feasibility
 - Emphasize study design: timelines, milestones, deliverables and logistics (who, what, when, where, how many/much)
 - Highlight your knowledge translation and engagement plan

Effective Justification: Research Staff

- **Research coordinator:** A 0.2 FTE research coordinator is needed in months 4-6 to recruit and consent participants and mail questionnaires. The CF clinic's research coordinator has experience with registry-based studies and has permission to contact site patients in the CF registry. The research coordinator is an AUPE Specialist/Advisor, Phase 2 with base salary of \$70,000/year plus 26% benefits, as mandated by the University of Calgary's AUPE collective agreement. Total cost: \$4410
- **Statistician:** A PhD level biostatistician in the University of Calgary's Clinical Research Unit will provide statistical advice during protocol development and assist with data analysis. Based on similar past studies, the CRU estimates 3 hours of statistician time will be needed for protocol development and 10 hours will be needed for data analysis. The hourly rate for statistical support is \$150/hr. Total cost: \$1950.

Effective Justification: Consumables

RedCap Database: A Health Canada-compliant RedCap database will be used for data collection. The Cumming School of Medicine's Clinical Research Unit, which operates on a cost recovery basis, offers RedCap database access and maintenance including daily backups and standard support for \$350 per year.

Postage: I plan to recruit 100 participants. Each participant will receive the pEAT-10, BPFAS/AYCE, PEDS:DM and a dietary diversity questionnaire via regular mail. Return postage will be included. Total cost for 100 participants is \$230 (100 x 2 x \$1.15).

Computer: I will require a laptop computer to access the RedCap database, record chart review and questionnaire data, prepare data for data analysis, create figures, infographics and presentations, and write the manuscript. The cost of a standard issue University of Calgary supported laptop is \$2000.

Effective Justification: Knowledge Translation

Open Access Publication: I anticipate publishing one manuscript at the end of this study in a pediatrics journal such as Journal of Pediatric Gastroenterology and Nutrition, Journal of Pediatrics or Journal of Cystic Fibrosis. To maximize dissemination and impact, I will publish the article open access. The average open access fee for my target journals is \$4000 USD (\$5560 CAD; based on 1.39 USD/CAD exchange rate on October 27, 2024).

Conference travel: I plan to present my results at the annual Canadian Pediatric Society Conference in May 2026. I am requesting funds for conference registration (\$1000), economy airfare (\$1000) and 3 nights accommodation (\$1000). (Total: \$3000).

Poster printing: I plan to present my results as a poster presentation at the Canadian Pediatric Society Conference in May 2026. (\$100)

CSM Grant Development Office

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