TLEF Budget Information
2019 - 2020

November 2019
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

**Project Name:**

**Principal Applicant:**

**Project Start Date:**

**Project End Date:**

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Human Resources</th>
<th>Hours</th>
<th>Rate</th>
<th>Budget (Hours)</th>
<th>Year 1 (2020-21)</th>
<th>Year 2 (2021-22)</th>
<th>Year 3 (2022-23)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Academic Staff (ATS, TLAPS or TRAS)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Specify Numbers of Full-time and/or Part-time, etc.]</td>
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<td></td>
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</tr>
<tr>
<td>1.1</td>
<td>Add Allowance for COLA and Increments</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Support Staff-Monthly</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>[Specify Numbers of Full-time and/or Casual, if Grade]</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add Benefits [25%]</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>2.1</td>
<td>Add Allowance for COLA and Increments</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Graduate Students</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>[Specify Numbers of Full-time and/or Casual, if MSc or Ph.D]</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Add Benefits [10%]</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Add Allowance for COLA and Increments</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4</td>
<td>External Resources (Consultants)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Other Human Resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Sub-Total Human Resources [Add Items 1 through 5]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supplies, Services, Equipment, Travel</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>[Items exceeding $1000 should be specified with rationales and justification]</td>
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</tr>
<tr>
<td>6</td>
<td>Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Services</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Computer Hardware</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Software</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Travel [Not including dissemination of results]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Sub-Total Supplies, Services, Equipment and Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add Sub-Total for A and B above</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Total Project Cost [Add Sub-Total for C and D]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Funding Request (Years 1 - 3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contributions from Other Sources (if applicable):**

**Total Contributions from Other Sources:**

Please note: Total contributions must be equal to or less than the total funding request.
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 next fiscal year (April 1)

• 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

• Consult relevant Collective Agreements
  – Graduate Students (GSA)
  – Support Staff (NASA)
  – Temporary Librarian, Administrative and Professional Staff (TLAPS)
  – Trust/Research Academic Staff (TRAS)
  – Academic Teaching Staff (ATS)
Salaries and Benefits (Cont’d)

- Include
  - Benefits
    - Graduate Students - 10%
    - Support Staff - 23%
    - Temporary Librarian, Administrative and Professional Staff (TLAPS) – 23%
    - Trust/Research Academic Staff (TRAS) – 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>GTA-Doctoral</td>
<td>GTA-Master’s</td>
</tr>
<tr>
<td>12 hrs</td>
<td>900.03</td>
<td>1199.74</td>
<td>1107.40</td>
</tr>
<tr>
<td>11 hrs</td>
<td>825.02</td>
<td>1099.78</td>
<td>1015.11</td>
</tr>
<tr>
<td>10 hrs</td>
<td>750.02</td>
<td>999.79</td>
<td>922.83</td>
</tr>
<tr>
<td>9 hrs</td>
<td>675.02</td>
<td>899.81</td>
<td>830.55</td>
</tr>
<tr>
<td>8 hrs</td>
<td>600.02</td>
<td>799.84</td>
<td>738.25</td>
</tr>
<tr>
<td>7 hrs</td>
<td>525.01</td>
<td>699.85</td>
<td>645.98</td>
</tr>
<tr>
<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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<tr>
<td>4 hrs</td>
<td>300.01</td>
<td>399.91</td>
<td>369.13</td>
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<tr>
<td>3 hrs</td>
<td>225.01</td>
<td>299.94</td>
<td>276.86</td>
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<tr>
<td>2 hrs</td>
<td>150.01</td>
<td>199.96</td>
<td>184.57</td>
</tr>
<tr>
<td>1 hrs</td>
<td>75.00</td>
<td>99.99</td>
<td>92.28</td>
</tr>
</tbody>
</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)
2018-19 Quick Stats - Projects

• 20 applications received; 9 funded  
  (up from 2017-18 -- 13 applications rec’d, 4 funded)

• $1,614,929 requested [20]; $533,422 [9]

• Award value range: $11,509 - $118,338  
  (Awarded over 3 years)
TLEF SEED FUNDING

Maximum award - $10,000

• 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
Final Tips

• Think through the steps of the proposal

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

• Signatures from the Principal Investigator/applicant (PI), Chair, Dean and RSO are now collected through online approvals using the Researcher Home Page; the collection of physical (ink) signatures is no longer required.
2018-19 Quick Stats – Seed Grants

- 26 applications received; 11 funded
  (par with 2017-18 -- 27 applications rec’d, 6 funded)
- $211,297 requested [26]; $93,400 [11]
- Award value range: $6,295 - $9,000
Application Deadlines

• Project Awards - January 28, 2020, 4 pm*
• Seed Grants – March 3, 2020, 4 pm*

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

• Project Adjudication
  – During Reading Week (Feb. 18 - 21, 2020)
  – 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
  – Mid-March
  – Applicants notified in late March/early April
Questions?

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

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