NSERC-SSHRC Sustainable Agriculture Research Initiative

Budget - consider the following activities for the Preparatory Funding:

1) Salaries and Benefits

a) Students

Student assistants – contact your department and faculty for rates

c) Technical/professional assistants

Technical writers, Copy Editors – [average technical writer hourly salary](https://ca.talent.com/salary?job=technical+writer#:~:text=How%20much%20does%20a%20Technical%20writer%20make%20in%20Canada%3F&text=The%20average%20technical%20writer%20salary%20in%20Canada%20is,year%20or%20%2452.40%20per%20hour.), [copy editor hourly](https://ca.talent.com/salary?job=copy+editor#:~:text=The%20average%20copy%20editor%20salary%20in%20Canada%20is,year%20or%20%2429.79%20per%20hour.) salary

Program Manager – [average salary](https://www.glassdoor.ca/Salaries/program-manager-salary-SRCH_KO0%2C15.htm)

d) Other personnel

Other [communication](https://ca.talent.com/salary?job=communication#:~:text=Find%20out%20what%20the%20average%20Communication%20salary%20is&text=The%20average%20communication%20salary%20in,up%20to%20%24100%2C160%20per%20year.), [secretarial](https://ca.talent.com/salary?job=secretary#:~:text=Find%20out%20what%20the%20average%20Secretary%20salary%20is&text=The%20average%20secretary%20salary%20in,year%20or%20%2422.98%20per%20hour.), [clerical](https://ca.indeed.com/career/clerical-worker/salaries) and [coordination services](https://ca.talent.com/salary?job=service+coordinator#:~:text=The%20average%20service%20coordinator%20salary%20in%20Canada%20is%20%2450%2C181%20per,up%20to%20%2476%2C550%20per%20year.)

2) Equipment or facility

a) Purchase or rental

Meeting costs – conference rooms and Audio/Visual rentals ([UofA Conferences](https://www.ualberta.ca/conference-services/index.html), contact the location of the venue for estimates or exact costs),

3) Materials and supplies

a) Meeting costs

Catering ([UofA catering](https://www.ualberta.ca/conference-services/catering.html), contact individual caterers if not at the UofA)

Printed materials (eg handouts, posters)

b) Gifts

[Honoraria](https://www.ualberta.ca/human-resources-health-safety-environment/managing/employment-benefits-and-pay-administration/payments/honoraria.html) – for Indigenous Elders

4) Travel

c) Project-related travel

[Travel and Accommodation expenses](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Travel%20Processes%20and%20Expense%20Procedure%20Appendix%20A%20Schedule%20of%20Allowable%20Expenses.pdf) – flight, mileage, hotels (partner organizations are expected to demonstrate commitment to the project by covering their own costs)

Preparatory funds may be used for application-related expenses, such as:

* Meetings costs (the use of conference calls is encouraged whenever possible)
* Travel and accommodation expenses of academic participants as well as local community advisors, such as Indigenous elders or agricultural producers, for any face-to-face meetings required to develop the proposal (partner organizations are expected to demonstrate commitment to the project by covering their own costs)
* Communication, secretarial, clerical and coordination services over and above what is available from the universities involved and the partner organizations; salaries of technical writers may be requested but only up to a maximum of $15,000