



CPD Research & Development Grant

Budget Guidelines – February 2017

These guidelines are based on the Faculty of Medicine Educational Development Fund published guidelines. [Please click for further information about further cost estimations.](#)

Allowed

- Photocopying
- Research Assistant (\$25-\$30/hr) + 10% benefits for USW employees
 - Costs to conduct interviews and focus groups
 - Costs to code transcribed texts
 - Costs for data analysis
 - Costs to prepare manuscript
- ★ note that benefit cost for USW casual employees are an additional 10% extra
- Transcription costs
- Incentives (i.e. gift cards, honorariums, stipends for focus group/study participants) up a maximum of \$25 each and requiring a gift card receipt form and signature from each recipient. Total incentives cannot exceed 5% of the total project budget
- IT/eLearning related costs @maximum \$75/hr (technology consultation, needs assessment, content writing, evaluation, graphic design and animation)
- Learning portals/websites @ maximum \$2500 (programming, learning management/ content management systems)
- Logos/illustrations
- Costs for simulation (all modalities e.g. anatomical models)
- Costs associated with project dissemination
 - Poster layout and printing costs to maximum of \$250.00
 - Conference travel (maximum of \$500) to off-set travel where project/work is to be presented
- ★ includes both travel and accommodations

Not Allowed

- Publication costs i.e. open access and like journal publication fees or costs associated with manuscript publication
- Payment to education research consultants, U of T Administrative and Research staff and faculty (both appointed and casual /contractual) for duties normally performed during normal operational hours
- Catering
- Reimbursement for participant travel/parking
- Conceptualization and design of representative imagery
- Payment for anyone listed as a collaborator