



Continuing Professional Development Advancement and Ideas Grants Budget Guidelines

Updated August 2021

Allowable Expenses

- Research Assistant + benefits
 - Costs to prepare project components including ethics application or manuscript
 - Costs for data analysis
 - Costs to conduct interviews and focus groups
 - Costs to code transcribed texts
- Costs associated with project dissemination
 - Conference registration fees for project presentations (maximum of \$500)
 - Poster layout and printing costs to maximum of \$250.00
 - Publication costs* i.e. open access and like journal publication fees or costs associated with manuscript publication (see [here](#) for more information on university discounts)
- Costs for simulation (all modalities e.g. anatomical models)
- Incentives (i.e. catering, gift cards, honorariums, stipends for focus group/study participants) up a maximum of \$25 each. Gift cards as incentives require a receipt form and signature from each gift card recipient.
- IT/eLearning related costs (technology consultation, needs assessment, content writing, evaluation, graphic design and animation)
- Learning portals/websites (programming, learning management/ content management systems)
- Logos/illustrations
- Payment to patient- or community-member project collaborators (this can be in the form of an hourly rate, an agreed upon project based fee or honorarium, or cover the cost of transportation, parking, meals etc. that may enable their full participation in the project team.
- Transcription costs

Not Allowed

- 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

* Eligible for *Advancing the Science of CPD* grants only