

Continuing Professional Development Advancement and Ideas Grants Budget Guidelines

Updated October 2022

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) (to a value that is justified to address the research question(s)). 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
- Indirect/overhead costs

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