

Typical Budget Items: Quick Reference Guide

College of Nursing February 2017

COSTS

Below are some typical research costs and information on overhead and tax. Be sure to consult the funding agency guidelines for eligible expenses.

Computers, Software, etc. (see also [Campus Computer Store](#))

- For computer & PDA quotes email comp.store@usask.ca and type "Quote Request" in the subject line
- Storage: [USB](#), [external hard drives](#)
- [Microsoft Office \(staff & student\)](#): Free while working and enrolled at the University

- NVivo: [Site License](#), [Box Set from Manufacturers](#)
- [SPSS](#): \$66/year
- [Atlas TI](#):
 - \$775.43 (single user)
 - \$2879.05 (five users)
 - Upgrade to the most recent version: \$335US
 - Student: \$99US (Can never be upgraded, no time limit)
- [Digital voice recorder](#): \$65.00 - \$110.00
- Digital transcribing software:
 - Free [digital transcribing software](#)
See also [Quikscribe](#) for a more comprehensive (alas, not free) system

Meetings / Retreats / Workshops

- Easel/Flipchart stand – \$200.00; paper for flipchart – \$30.00 for 250 sheets
- [Event furniture](#) (e.g. tables, chairs, podium) available from Facilities Management Division on fee for service basis
- Lunch meeting: \$15/person
- Multimedia, audio and video equipment, technical assistance (campus only): [ICT Services & Support](#)
- Posters: [XL Print & Design](#) (Room 110, Place Riel Student Centre; 306-966-6976, xl@ussu.ca)
- Retreats: \$25.00 – \$50.00/person per day depending on venue (includes light breakfast, lunch, one coffee break, AV and room rental; does not include mileage to the event)
- Teleconference: minimum \$60/one-hour call; rates vary, see the [SaskTel website](#)

Travel

- Mileage: \$0.4006/km (revised February 2017)
- [CAUBO/AUCC hotel rates](#)
- Per diem rates – *Canada & US*

	In-Province Canadian \$	Out-of-Province Canadian \$	In United States US \$
Breakfast	\$8.00	\$11.00	\$11.00
Lunch	\$14.00	\$16.00	\$16.00
Dinner	\$19.00	\$24.00	\$24.00
Daily total	\$41.00	\$51.00	\$51.00

International, i.e. other than the United States, use per diem rates published by the [National Joint Council of Canada](#) (Travel Directive, Appendix D - Allowances - Module 4)

- Child care while travelling: \$40/day (travel costs for child care provider are ineligible)
- Parking: \$10/day/car (based on daily maximum for UofS pay lot)

OVERHEAD/INDIRECT COSTS

- Standard is 25% (overhead does not apply to Tri-Agency or SHRF grants); see [Institutional Costs of Research](#)
- [Eligible and ineligible](#) items under the Research Support Fund

TAX

Any taxable item must include the applicable provincial and federal taxes. Federal taxes, i.e. GST should be calculated at 1.98% as per the after-rebate percentage for universities.