



PILOT PROJECT GRANT

BUDGET INFORMATION AND TEMPLATE

USE OF FUNDS:

Eligible expenses include:

- Salaries (*see below for details*)
- Supplies and services
- Meeting costs
- Travel/parking
- Honoraria
- Gifting

Ineligible expenses include: office rental, monthly telephone rental, Internet, equipment (*e.g., computers, laptops, computer software*).

Those eligible for salary/wage support, as long as they are not listed as Principal Applicant, include:

- Students
- Assistants

Those not eligible for salary/ wage support:

- Anyone who holds a position as a faculty member in a Canadian post-secondary institution;
- Anyone based outside of Canada that is not connected to an eligible institution. Please see CIHR's Eligible Institutions List (<https://cihr-irsc.gc.ca/e/36374.html>) if you are unsure if you or a team member qualify.

PILOT PROJECT GRANT BUDGET TEMPLATE WITH EXAMPLES (MAX. \$15,000)

***If applying to the POR-focus stream, see additional budget considerations below**

Description	Amount	Justification
Salaries		
Assistant	\$7,200	We will hire a Research Assistant (20hr/month x 12 months @ \$30/hr). They will support the development, pilot testing and analysis of an electronic survey.
Supplies and Services		
Final Report printing	\$500	We will print a pilot-test report for distribution to ICCO partners who do not have access to a computer. We estimate this to be approximately 50 ICCO members. (\$10/copy x 50 members = \$500)
Meeting costs		
Hospitality	\$300	We will hold monthly team meetings (for 12 months; n=5 people), to discuss materials, progress, analysis and dissemination. We will provide refreshments at each meeting (e.g., coffee/tea, cold drinks, healthy snacks) (\$25 per meeting x 12 meetings = 300.00)
Travel/parking		
Mileage	\$720	We will cover the cost of mileage for ICCO Elders and community members to participate in monthly meetings. (4 @ \$30 x 6 meetings = 720)
Honoraria		
Elders	\$3,600	We will engage two Elders to guide the pilot project. We will ask each Elder to attend a monthly meeting of the team (total of 12 meetings) Each Elder will receive a \$150 honorarium for each meeting they attend. (2 x \$150 x 12 = 1,200)
Total amount Requested	\$12,320	

ADDITIONAL BUDGET CONSIDERATIONS IF APPLYING TO THE PILOT PROJECT

POR-FOCUS STREAM WITH EXAMPLES (MAX. \$5,000)

***Please add the POR-focus budget in its own table (i.e., have two budget tables if applying to the POR-focus stream)**

Budget Line Items - Allowable expenses for Patient, Public and Community Partner engagement funds.		
Patient, Public or Community Partner Compensation	<p>Compensation for partner engagement can include: An honorarium in appreciation for their contribution as a partner in research (e.g., over a period or one-time for attending a meeting, workshop or event); in-kind contribution or a gift. Compensation should be fair and reflective of the person’s time and contributions.</p> <p>Guidance - CIHR Considerations when paying patient partners in research: https://cihr-irsc.gc.ca/e/51466.html</p>	Patient partners: \$50 x 30 hours = \$1500
Reimbursement for Patient, Public, Community-Partner Expenses	Expenses related to partner participation in research meetings, research activities or events, including but not limited to, transportation (car mileage, bus, taxi, Uber, ferry), food (per diem), parking, care attendants, family caregiving, accessibility services, training expenses.	Meals per diem (30 lunches x \$15) = \$450 Mileage and parking \$500
Knowledge Translation or Dissemination activities	Expenses for partner engagement in co-design of knowledge translation products (e.g., print, video, social media or other formats), including reasonable expenses for external consultation for the design of these products/tools; publication, conference expenses.	Conference fee for partners x 2= \$900
Research Personnel Support for Patient, Public, Community-Partner Engagement	Salary support for a research coordinator, research assistant, or trainee to act as a primary point of contact for partners, including tasks such as engaging with partners and supporting engagement activities.	Coordinator for partners: 10 hours/month x 3 months at \$30/hour = \$900
Other Patient, Public, Community-Partner Engagement Expenses	Costs related to any other patient, public and community partner engagement activities that have not been identified in previous sections. Clear rationale for these additional expenses must be provided	\$750 (translation fees)
Total amount requested		\$5,000