

Budgeting Information for Faculty Preparing Grants

(CURRENT AS OF March 2023)

HOURLY PAID EMPLOYEES

Current (Aug 2020) minimum wage in Alberta is \$15/hour. See associated StMU HR policy to confirm hourly employee pay.

Below are examples of how to calculate employee pay:

- Undergraduate Research Assistant (URA) at \$16/hour (this already includes 4% vacation pay; That is, $\$15.38 + \0.62 (4%) = \$16).
- Graduate Research Assistant (URA) of \$18/hour (this already includes 4% vacation pay).

MERCs (E.I., C.P.P., etc) are typically added to each employee budget total at a flat rate of 8%.

That is, if you are budgeting an URA at \$16/hour you need to add 8%/hour which would be $\$16 \times 8\% = 1.28$. $\$16 + 1.28 =$ Total pay, including vacation pay and MERCs of \$17.28/hour.

SUBSISTENCE/TRAVEL

International per Diem Rate (includes US and overseas)

- \$65.00 per day, including meals and incidentals

* Finance recommend \$49 **USD** for US travel that will be converted into Canadian dollars on a day when transactions occurred.

Domestic per Diem Rate

- \$49.00 per day, including meals and incidentals

Re per Diem: you can choose to be reimbursed based on your receipts should the per Diem rate not be sufficient to cover meals during the travel time.

Mileage

- \$0.55/ km

TRANSCRIPTION COSTS

A rule of thumb for transcription time is 6 hours per 1 hour of an interview. Transcribers receive an hourly rate. Don't forget to include the cost of digital audio recorders if required.