

RESEARCH COSTS TABLE 2016-17			
ITEM	DETAILS	COST	COMMENTS
Salaries			
<i>Rates shown are indicated per hour or monthly. Payroll is processed on a bi-weekly basis for hourly employees and monthly for salaried employees (includes F/T graduate students, RAs, and GAs).</i>			
Benefits			
<i>The benefit rates shown for FT Research Asst., Research Assoc., Work Study students and casual employees are for those paid from Fund 200 cost centres. When these employees are paid directly from Fund 400 or 500 cost centres these percentages should be used a "rule of thumb". Actual charges will be made to each research cost centre for discretionary benefits (e.g. extended health, vision care etc.), AND/OR statutory benefits (e.g. employer's portion of Employment Insurance, Employer Health tax) as applicable.</i>			
Employee Category			
STUDENT SALARIES/STIPENDS/BENEFITS			
Work Study Student	Salary	\$12-15/hr	Ontario minimum wage \$11.25
	Benefits	10% benefits + 4% vacation pay	
RA Undergraduate	Salary	\$15/hr	Ontario minimum wage \$11.25
	Benefits	10% benefits + 4% vacation pay	
Osgoode RA Undergraduate	Salary	\$14.50/hr	
	Benefits	10% benefits + 4% vacation pay	
RA Graduate	Stipend	While there are no standards and rates vary widely between departments, Faculties and faculty members, rates comparable to CUPE GA rates are recommended	Grad students who are registered F/T students can be engaged as a Research Assistant (RA) through their department's graduate program assistant. The RA will receive a stipend (no benefits). To be classified as a graduate student RA, the research performed must be professionally relevant to the student's program/thesis/dissertation.
	Benefits	Not applicable	
GA - CUPE 3903 Unit 3	Salary & Benefits	2016-17: 1 term (summer) (135 hours: 10 hours per week): \$13,898.29 2 terms (fall & winter) (135 hours: 5 hours per week): \$13,898.29 2 terms (270 hours: 10 hours per week): \$22,206.58 3 terms (405 hours: 10 hours per week): \$36,104.87	GAs must be hired for a minimum of 135 hours. GA rates vary based on whether the student has held a GA previously, and whether it is a domestic versus a visa student. The amounts indicated here are the higher amounts, which researchers are encouraged to budget to ensure they have sufficient funding for any student they wish to engage. Please contact your research officer for assistance with budgeting for GAs.
Glendon GA	Salary	CUPE rates + 10% bilingual premium	
Course buy-outs/teaching release	Salary	Varies across Faculties	Please contact your Faculty Dean's office to determine the buy-out rate for course release.
Post-doctoral Visitors - paid directly		Minimum \$31,500 per annum, no maximum	Post-doc Visitors are part of the York University Faculty Association (YUFA) - please see Article 12.28.2, Appendix A.

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<p>from either in-council or non in-council grants (fund 400 and 500). The individual has received their doctoral degree, is within 5 years of graduation, and post-doc appointment is no more than four years in total.</p> <p>Salaries to postdoctoral fellows are limited to two years' support (NSERC and SSHRC). Three years' support is acceptable, when justified, to attract exceptional candidates from outside Canada. The three-year appointment must be offered up front and reported to the Agency with a written justification within one month of an offer being accepted (NSERC only).</p>	Stipend	Please see this page for complete information on hiring and budgeting for post-doctoral visitors: http://gradstudies.yorku.ca/postdoctoral-fellows/tools-templates/	Paragraph F and Schedule A of the YUFA Collective Agreement: http://fr.info.yorku.ca/ Post-docs are paid as employees and regular deductions apply.	Letter of appointment with Intellectual Property agreement required, please contact your Faculty Dean's office.
	Benefits - Visitor	\$1,200 flat rate per annum for Extended Health Benefits plus 10% for statutory benefits	Please note that Post-doctoral Visitors receive 15 vacation days per annum and unused vacation days must be paid out at the end of the contract year from the supervisor's cost centre. See Absence Tracking Sheet on this page: http://gradstudies.yorku.ca/postdoctoral-fellows/tools-templates/	
<p>Post-doctoral Fellows - paid directly by an external organization (for example, a tri-council fellowship or a Banting Fellowship). The individual has received their doctoral degree, and is within 5 years of graduation.</p>	Stipend	No standard rates, stipend determined by funder	Post-doc fellows are not covered by the YUFA Collective Agreement.	
	Benefits - Banting	3% no extended health care; 5% extended health care family; 3.5% extended health care single	4% vacation pay is also applicable on the salary and benefits.	
	Benefits - Other	10% (approximate)	Payroll has developed a tool to estimate the cost of benefits: http://www.yorku.ca/finance/howtoservices/researchgrants/index.htm	Click on "RELATED DOCUMENTS & OTHER RESOURCES" on the right side of the page and select "Research Salaries Cost Estimator"
TRI-COUNCIL RATES				
<p>Tri-Council has removed the regulations concerning the payment of stipends to students and post-docs</p>		For post-docs - please see above for recommended rates.		
	Salary	For students - please budget using the GA rates for CUPE 3903 Unit 3 noted above. If you wish to buy a doctoral student out of teaching, please contact your research officer for assistance.	Recommended budget justification: York GA rates are defined in the collective agreement with CUPE 3903 Unit 3.	
	Benefits	15%	4% vacation pay is also applicable on the salary and benefits.	

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NON-STUDENT RESEARCH EMPLOYEES			
Research Associates - Non-Student, full-time or part-time	Salary	Based on job summary and prevailing rates.	
	Benefits	23.5% - depends on what benefits are offered, please use tool to estimate costs	Payroll has developed a tool to estimate the cost of benefits: http://www.yorku.ca/finance/howtoservices/researchgrants/index.htm Click on "RELATED DOCUMENTS & OTHER RESOURCES" on the right side of the page and select "Research Salaries Cost Estimator"
Research Assistants - Non-Graduate Student, full-time or part-time	Salary	Based on job summary and prevailing rates.	
Research Assistant - full-time (24 or > hrs per wk)	Benefits	20.4% - depends on what benefits are offered, please use tool to estimate costs	Payroll has developed a tool to estimate the cost of benefits: http://www.yorku.ca/finance/howtoservices/researchgrants/index.htm Click on "RELATED DOCUMENTS & OTHER RESOURCES" on the right side of the page and select "Research Salaries Cost Estimator"
Research Assistant - part-time (< 24 hrs per wk)	Benefits	10% benefits + 4% vacation pay	Benefits are paid on vacation pay
Admin - Band 5 YUSA	Salary per hour	\$25.81	260 days @ 7 hrs = 1820 hours, job rate.
Admin - Band 6 YUSA	Salary per hour	\$26.89	
Admin - Band 7 YUSA	Salary per hour	\$28.00	The rates are correct as of 1 August 2015 and are to be used for budgeting purposes only. If a YUSA employee is seconded to a project, the actual per hour rate for the employee's band must be paid.
	Benefits	33.00%	YUSA benefits are 33% of salary. Vacation pay is included in this amount.
BENEFITS			
YUFA		21%	RATE PUBLISHED ANNUALLY BASED BY HR PEN & BEN RATES APPLICABLE FOR PERIOD - MAY 1 - APRIL 30 of each year - subject to changes in collective bargaining and gov't regulations (i.e. WSIB)
Public Holiday pay	Calculated by adding all of the regular wages the employee earned and all of the vacation pay that was payable to the employee in the four work weeks ending just before the work week with the public holiday and dividing this sum by 20		PLEASE NOTE: PAYROLL DOES NOT AUTOMATICALLY CALCULATE PUBLIC HOLIDAY PAY AND THERE IS A STATUTORY OBLIGATION TO PAY EMPLOYEES. RESEARCHERS MUST SUBMIT THE AMOUNT OF PUBLIC HOLIDAY PAY FOR ALL PART-TIME EMPLOYEES

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			Public holidays in Ontario are: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day (December 26) - NOTE THAT CIVIC HOLIDAY (AUGUST LONG WEEKEND IS NOT A PUBLIC HOLIDAY)
			Complete information: http://www.labour.gov.on.ca/english/es/pubs/guide/publicholiday s.php
SPACE			
office		\$25/sq. ft/yr	e.g., 120 sq. foot office @ \$25.00 per sq. ft = \$3000 per yr / \$250 per month
cubicle space		\$25/sq. ft/yr	e.g., 43 sq. foot cubical @ \$25.00 per sq. ft = \$1080 per yr / \$90 per month
lab and studio		\$30/sq. ft/yr	
COMPUTERS			
laptop	Rates to March 2016 for a standard laptop (approx.)	\$1,325	The procurement website provides information and pricing on computers, software and other equipment. A passport York userid and passport is required to access the pricing information. http://www.yorku.ca/procurement/internal/vor/index.html
desktop	Rates to March 2016 for a standard desktop (approx.)	\$1,293	http://www.yorku.ca/procurement/internal/vor/index.html
software	see link		http://computing.yorku.ca/faculty-staff/software/
web design	see link		http://staff.computing.yorku.ca/support-services/web-development/web-design-services/
servers, server space, etc.	see link		http://staff.computing.yorku.ca/support-services/servers/
printers, copiers, etc.	see link		http://www.yorku.ca/procurement/internal/vor/index.html
TRAVEL			
direct costs	quote from www.expedia.ca or www.travelocity.ca		or other comparable sites including Travelocity, Air Canada, West Jet, etc.; economy air fare only

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receipts required for meals for Provincial (Fund 200 Operating, Fund 400 PER or Internal Research Grants) and for Mixed funds (i.e. Provincial & Federal) & all Other	http://secretariat-policies.info.yorku.ca/files/2014/02/Doc60AppendixAPerDiemAndOtherTravelAllowances120104.pdf		actual meal costs are reimbursed as evidenced by original receipts, please see the link for the maximum amounts that can be reimbursed - alcoholic beverages excepted from all receipts. Regular Expense Claim Form
per diems permitted for Tri-Council (i.e. NSERC, SSHRC, CIHR, CRC) or Other Eligible Grants or Contracts	http://secretariat-policies.info.yorku.ca/files/2014/02/Doc60AppendixAPerDiemAndOtherTravelAllowances120104.pdf		meal costs are reimbursed on the basis of per diems, please see the link for the rates that can be reimbursed. Tri-Council /Other Eligible Claim form
Concur allows for the electronic submission of expense claims	https://passport.yorku.ca/pplogin/pplogin	For training and support:	http://www.yorku.ca/finance/documents/Concur_Support_Contact_Information.pdf
mileage	see link to the mileage log (now required for all mileage claims)	\$0.45/km	http://www.yorku.ca/finance/documents/Mileage_log_manual.xls
hotel costs			There is a reduced hotel rate program through CAUBO for faculty and staff of York University. Details http://www.caubo.ca/supplier_contracts/hotels
OTHER			
digital project inquiries	can provide grant-related advice, support and/or partnership - see link		http://www.library.yorku.ca/web/collections/digitalscholarship/diaq-requests/
computing services for researchers	services are available for data storage and management, research connectivity, web and collaboration services, etc. - see link		http://research.computing.yorku.ca/
office supplies		\$500-\$1,000/year	includes courier
subventions		up to \$15,000	
translation		5¢-25¢ per word	
open access author fees		\$3,000 USD per article	OA dissemination of research outputs is required for Tri-Council grant recipients: http://bit.ly/tricouncil . For more information on OA fees: http://bit.ly/oacosts .
photocopying		based on 5-10¢/page b&w	depending on volume

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office furniture	not eligible expense on tri-council grants		"Grant funds must contribute towards the direct costs of the research for which the funds were awarded. The institution provides for indirect or overhead costs, such as the costs associated with facilities and basic utilities, the purchase and repair of office equipment, administration fees, insurance for equipment and research vehicles, and basic communication devices such as telephones and fax machines." (http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp)
telephone service	not eligible expense on tri-council grants	\$47.75 per month	includes extension and voicemail (\$9.00), add \$7.00 per month for direct-in-dial
shop services in the Faculty of Science		\$65 per hour	http://science.yorku.ca/about-fsc/services-resources/technical-services/
customs and duty charges	Duty charges may be applicable depending on the commodity or country of origin. Please consult with the vendor or York's Customs Broker (Thompson Ahern International) for detailed information regarding additional charges, if applicable.	\$12.00 brokerage fee must be paid as well as GST on the value of the goods. Additional administrative fees may apply depending on the good being shipped - please contact Procurement at customs@yorku.ca .	http://www.yorku.ca/procurement/internal/customsclearance/
audit costs		\$7,000 per year of audit	Some funders require audited financial statements and these are eligible expenses so they must be included in the application budget.