

RESEARCH COSTS TABLE 2017-18			
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 as 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 \$11.40
	Benefits	10% benefits + 4% vacation pay	
RA Undergraduate	Salary	\$15/hr	Ontario minimum wage \$11.40
	Benefits	10% benefits + 4% vacation pay	
Osgoode RA Undergraduate	Salary	\$15.00/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. CUPE rates for 2017-18 have not yet been negotiated.
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-doc Visitors are part of the York University Faculty Association (YUFA) - please see Article 12.28.2. Appendix A.

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<p>Post-doctoral visitors - paid directly from either tri-council or non tri-council grants (fund 400 and 500). The individual has received their doctoral degree 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>	Salary	<p>Minimum \$31,500 per annum, no maximum</p> <p>Please see this page for complete information on hiring and budgeting for post-doctoral visitors: http://gradstudies.yorku.ca/postdoctoral-fellows/tools-templates/</p>	<p>Paragraph F and Schedule A of the YUFA Collective Agreement: http://fr.info.yorku.ca/</p> <p>Post-docs are paid as employees and regular deductions apply.</p>	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	<p>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>	
<p>Post-doctoral Fellows - holds external fellowship funded by an external organization (for example, a tri-council fellowship or a Banting Fellowship). The individual has received their doctoral degree and post-doc appointment is no more than four years in total.</p>	Stipend	No standard rates, stipend determined by funder	Post-doc fellows are not covered by the YUFA Collective Agreement.	Letter of appointment with Intellectual Property agreement required, please contact your Faculty Dean's office.
	Benefits - Banting	3% no extended health care; 5% extended health care family; 3.5% extended health care single		
	Benefits - Other	Benefits are at the discretion of the supervisor and/or host unit. If offered, the costs are \$66.10/month for single or \$154.22/month for family coverage.	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.		

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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
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	\$26.60	260 days @ 7 hrs = 1820 hours, job rate.
Admin - Band 6 YUSA	Salary per hour	\$27.70	
Admin - Band 7 YUSA	Salary per hour	\$28.85	The rates are correct as of 1 August 2017 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
			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/publicolidays.php
SPACE			
office		\$25/sq. ft/yr	e.g., 120 sq. foot office @ \$25.00 per sq. ft = \$3000 per yr / \$250 per month
			Please contact your Faculty to confirm space and the value to include in applications.

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cubicle space		\$25/sq. ft/yr	e.g., 43 sq. foot cubical @ \$25.00 per sq. ft = \$1080 per yr / \$90 per month	Please contact your Faculty to confirm space and the value to include in applications.
lab and studio		\$30/sq. ft/yr		Please contact your Faculty to confirm space and the value to include in applications.
COMPUTERS				
laptop	Rates to May 2017 for a standard laptop (approx.)	\$1,312	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	Click on the "Pan-University Vendors of Record" button, log in using Passport York, and select Computer Hardware (or whatever you are interested in purchasing)
desktop	Rates to May 2017 for a standard desktop (approx.)	\$1,097	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/	Note that additional costs must be budgeted for installation and maintenance by UIT.
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	
for meal charges incurred on or after 1 January 2017, per diems may be claimed in lieu of providing receipts up to the maximums allowed	http://www.yorku.ca/finance/documents/2017-02BroaderPublicSectorExpenseDirectiveonPerDiems.pdf		please see the link for the maximum amounts that can be reimbursed - alcoholic beverages excepted from all receipts.	
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	

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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			
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
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/

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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		\$7,500-\$10,500 per year of audit	Some funders require audited financial statements and these are eligible expenses so they must be included in the application budget. Budget the higher amount for larger scale complex projects (budgets of \$1million or more)	