**How to Budget Employee Costs in your Grants**

For the latest **Research Job Descriptions and pay scales** [click here](http://callaway/web-assets/resources/research/research-hr-Research-Job-Descriptions.docx)

BUGETING FOR GRANTS

Below you will find standard practices related to staff budgeting for research grants.

* Staff within a defined job description should be budgeted at the maximum rate in the range
* Employer costs of of **22%** should be applied on top of the hourly/annual rate
* A yearly increase of 7% should also be applied on top of the hourly/annual rate. This is to account for possible changes in the market (max 3%) and possible yearly wage increases (max 4%). These annual increases are solely at the discretion of the hospital.

BUDGETING FOR DEPARTMENTAL FORECASTING

New Employee:

* To Calculate a New Employee’s Salary for their **1st Year** you would multiply the:

1. **[# of hours worked per week] x [52 weeks per year] x [maximum hourly rate in the range] x [1.22]**
   * + - For each **Additional Year** you would multiply:
2. **[maximum hourly rate in the range] x [1.07] x [# of hours worked per week] x [52 weeks per year] x [1.22]**
3. **[Rate as calculated in Step 2] x [1.07] x [# of hours worked per week] x [52 weeks per year] x [1.22]**
4. **And so on for each year in budget**

Currently Employed SMH Employee:

* To Calculate a Current Employee’s Salary for their **1st Year** you would multiply the:

1. **[# of hours worked per week] x [52 weeks per year] x [actual hourly rate] x [1.22]**
   * + - For each **Additional Year** you would multiply:
2. **[actual hourly rate in the range] x [1.07] x [# of hours worked per week] x [52 weeks per year] x [1.22]**
3. **[Rate as calculated in Step 2] x [1.07] x [# of hours worked per week] x [52 weeks per year] x [1.22]**
4. **And so on until the employee reaches the top salary of their range, for any additional years multiply the rate times 1.03.**

Exceptions to this standard will require approval from the Vice President of Research and/or the Director of Research Operations.

If you require further details on how budget for Grant Applications please [contact us](http://stmichaelshospitalresearch.ca/staff-services/research-employment/contact-us/)