

Grant Budget Terminology

Using This Document

This list of terms is based on SHRF's Application Budget template. Additional SHRF policies around allowable expenses are found in the SHRF Funding Guide. The [SHRF Funding Guide](#) and the relevant Application Package should always be consulted first when developing grant budgets. The following terms should be used to supplement the Funding Guide and Application package to guide applicants while developing their budget and institutional finance people while preparing financial statements.

Any questions can be directed to fundinginfo@shrf.ca.

Line Item	Definition
<i>Salaries</i>	
Research Staff	An individual who is an employee of the host institution and whose role is to carry out assigned research tasks and conducting research activities at the direction of supervisor.
Research Trainees	An individual who is enhancing their research skills through actual involvement in research and who works under the formal supervision of an independent researcher.*
Research Time Release	An expense to facilitate the participation of knowledge users in research activities where funds are used to compensate the organization of the knowledge user for their time spent engaged in the research as described in the approved research proposal.* Time release for clinicians is not an allowable expense in SHRF applications.
<i>Research Costs</i>	
Professional & Technical Services/Contracts	These are payments made to an individual or organization where they are paid for their services that directly support the research activities. They are not members of the research team. Quotes should be provided as part of the application.
Consumables	These are eligible items that are directly related to research activities that will be used within a short period of time and are replaced regularly. Sometimes called materials and supplies.
Non-Consumables	These are eligible items that are directly related to research activities having a useful life beyond the original term of the project, no matter the cost. Equipment is considered a non-consumable item.
Honoraria & Gifts	An honorarium or gift is a one-time payment or item intended to express appreciation to an individual for participating in research activities where a fee is not legally or traditionally required.
Travel	Costs that include mileage or vehicle rental and fuel, accommodations and per diems for team members or participants that are directly related to research activities.
Other	This category should be used only when needed. This is where any other research costs go that may not fit within the other listed categories. Planned expenses should be explained and justified within the proposal and SHRF may request details of expenses reported here.

<i>Knowledge Sharing Costs - Academic</i>	
This category refers to knowledge sharing done by academics with the target audience of other academics.	
Conferences	These are costs associated to relevant academic conferences (e.g., registration, poster items, etc.). Travel costs are reported separately in this category.
Publications	These are costs associated with publishing journal articles or other academic writings.
Travel	These are costs directly related to academic knowledge sharing (i.e., traveling to a conference) that can include mileage (or vehicle rental and fuel), flights, accommodations and/or per diems.
Other	This is where any other academic knowledge sharing costs go that may not fit within the other listed categories. Any significant expenses should be explained and justified within the proposal.
<i>Knowledge Sharing Costs – Non-Academic</i>	
This category refers to knowledge where the producer or audience are non-academics.	
Events	These are costs associated to knowledge sharing events (i.e., community feasts, art exhibits, etc.) where research findings will be shared to non-academic individuals (i.e., patients, care givers, community, etc.). Travel costs are reported separately in this category
Publications	These are costs associated with creating and distributing research findings in non-academic mediums for non-academic audiences.
Travel	These are costs directly related to non-academic knowledge sharing (i.e., travel to communities) that can include mileage or vehicle rental and fuel, flights, accommodations and/or per diems.
Other	This is where any other non-academic knowledge sharing costs go that may not fit within the other listed categories. Any significant expenses should be explained and justified within the proposal.

* Definition from CIHR's Glossary of Funding-Related Terms