

**Budget Estimate Form**

Applicant Name:

E-mail address:
Title of Research Project:

As part of each application, a budget estimate must be included for approval prior to booking any flights or accommodations (housing). **Any purchases made for the purpose of the Visiting Scientist or PhD exchange program prior to the date of approval will NOT be reimbursed.** If this request is time sensitive, please call 1-613-533-6000, extension 77207 after submitting your application through e-mail to admin@mcdonaldinstitute.ca.

Please fill out the table below to the best of your knowledge. Prior to filling out this table, please read through the “Expense Eligibility/Tracking Guide and Reimbursement Guidelines”. The amounts provided for accommodation (housing) and transportation should be the estimated **monthly** amounts you project to spend. This will be used as basis for your reimbursement.

|  |  |
| --- | --- |
| **Expense Category** | **Budget Estimate**  |
| **Accommodation**/**Housing** **(monthly)****(If in-kind, please indicate)**  |        |
| **Hotel Accommodation** **(during transit)** |       |
| **Transportation** **(excluding flight)**  |       |
| **Airfare** **(Full economy)** |       |
| **Subsistence 1** **(please declare total amount of sabbatical salary adjustment if claiming)** |       |
| **Indirect Costs2** **(please detail and itemize)** |       |
| **Other Direct Expenses3** **(please detail and itemize)** |       |
| **Estimated Length of Visit** |       |
| **Estimated total for Length of Visit ($)** |       |
| **Notes:** Funds are provided through the Canada First Research Excellence Fund (CFREF). Eligibility of expenses and support documentation required is covered in the CFREF guide found at the following link (<http://www.cfref-apogee.gc.ca/program-programme/admin_guide-guide_administration-eng.aspx> ).**1 The base subsistence** is $75 CDN per working day in Canada or $100 CDN per day abroad. The subsistence charges should not include costs eligible in other expense categories, or otherwise suppported by other funds (e.g., sabbatical salary income). Subsistence support may be claimed up to an amount equal to 50% of a sabbatical salary adjustment incurred during an exchange visit.**2 Example of ‘indirect costs’: For a full list of eligible indirect costs, p**lease refer to the Canada First Research Excellence Fund (CFREF) site : <https://www.rsf-fsr.gc.ca/administer-administrer/expenditures-depenses-eng.aspx>. Canadian host institutions are eligible to pre-apply for up to 25% of the total costs towards indirect costs related to the program (e.g. administrative support). Indirect costs are payable upon invoice. Indirect costs claimed must relate to actual expenses in support of the funded initiative and not for general institutional overhead.**3 Example of ‘other expenses’:** Conference participation, direct research expenses, bench fees, field work expenses, Travel health insurance (if not currently covered), etc. More details can be found in the Canada First Research Excellence Fund Administration Guide: <https://www.cfref-apogee.gc.ca/program-programme/admin_guide-guide_administration-eng.aspx>.  |

Should you have any questions or concerns regarding living expenses, please contact an administrator at admin@mcdonaldinstitute.ca.

**FOR MI INTERNAL REVIEW:**

Approver Name:

Approver Signature:

Date Approved:

Comments: