

# Education Development Fund (EDF) for Innovation in Education

## Information for your detailed budget

The information outlined below is provided to help guide applicants in budget preparation.

Budgets will be carefully reviewed for appropriate use of project funds and may require adjustment at the request of the Education Development Fund adjudication committee.

It is recommended that EDF recipients utilize existing University of Toronto resources where appropriate i.e. student participation, technical support services, professional services etc.

Budgets must reflect a true 1:1 match within budget columns. Academic department funds could include funds from other granting agencies and sources received by the supporting academic department. In the spirit of transparency, applicants are encouraged to list 'other' funds outside of the 1:1 match within their budget. University base budget or operating funds cannot be used to provide the match.

### Items that are not allowable expenses:

1. Purchase of computer hardware (including personal notebooks and tablets), standard software, printers or tape recorders;
2. Payment to Educational Research Consultants, U of T Administrative and Research Staff and Faculty (both appointed and casual/contractual) for duties normally performed during normal operational hours;
3. Publication costs i.e. Open Access and like journal publication fees or costs associated with manuscript publication;
4. Catering;
5. Reimbursement for travel/parking - project participants/support;
6. Conceptualization and design of representative imagery or logos;
7. Payment to Departmentally based Education Research Consultants; and
8. Payment to anyone listed as a project collaborator (i.e., in the role of project manager, research assistant and/or consultant).

### Items that may be included in the budget (allowable expenses) with guidelines:

1. **Photocopying:**
  - a. \$0.03 - \$0.10 per page, depending on where copies are made
  - b.  $(\# \text{ pages in handout}) \times (\# \text{ of handouts required}) \times (\text{photocopy price}) = \text{estimated photocopy cost}$ 
    - i. *Example – a train the trainer workshop will be held. 30 participants will each receive a handout that is 50 pages in length. Photocopies are made at \$0.10 per page.  $50 \text{ pages} \times 30 \text{ handouts} \times \$0.10 = \$150.00$*
2. **Research assistant (both qualitative and quantitative studies)**
  - a. \$24-35/hr (including benefit costs)
  - b. Conducting interviews/focus groups
    - i.  $(\text{Research assistant cost per hour}) \times (\# \text{ interviews}) \times (\text{length of interviews/focus groups} + .5 \text{ hour travel time and } .5 \text{ hours' time for arranging each interview for interviewer})$

- ii. *Example – 25 one hour interviews will be conducted by a research assistant who makes \$29.00 per hour (\$25.00/hr + 15% benefits). \$29.00/hr x 25 interviews x 2 hours per interview including travel and appointment setup = \$1450.00*

c. Data analysis

i. Coding of transcribed text

1. Approximately 15 pages of transcription result for each interview hour.
2. (# interviews/focus groups) x (length of interviews/focus groups in hours) x 15 pages of transcription = estimated number of pages to analyze (code).
3. *Example: 25 one hour interviews are planned. 25 interviews x 1 hr x 15 pages of transcription = 375 pages to analyze*

ii. Estimating costs for data analysis

1. Estimates are based on coding 3 pages of transcripts or data per hour
2. (estimated # of pages to analyze) / 3 = estimated # of analysis hours
3. (estimated # of analysis hours) x (fee per hour for research assistant) = analysis costs
4. *Example: 25 one hour interviews are planned which will result in 375 pages of data. The research assistant makes \$29/hr. 375 pgs / 3 pages per hr = 125 hrs x \$29 = \$3625.00*

d. Preparation of manuscripts

- i. *Example: 25 one hour interviews are planned – it is estimated that the research assistant will spend 20 hours summarizing the data. (Total of 20 hours) x (fee for research assistant per hour). 20 x \$29 = \$580.00*

**3. Transcription**

- a. 4-6 hours transcription time per hour of interview
- b. 6-8 hours transcription time per hour of focus group discussion
- c. To calculate transcription costs: (# interviews) x (estimated # hours to transcribe each interview/focus group) = estimated number of hours of work for the transcriptionist
- d. (estimated # of hours work for the transcriptionist) x (transcriptionist rate per hour) = transcription cost.
- e. *Example: 25 one hour interviews are planned, it is estimated that each interview will be transcribed in 4 hours. The transcriptionist charges \$20/hr. 25 interviews x 4 hours = 100 hours x \$20.00/hr = \$2000.00*

**4. Simulation (all modalities including anatomical models)**

**5. Incentives (gift cards, honorariums, stipends for focus group/study participants)**

- a. Up to a maximum of 5% of the total budget (including matched funding).
  - i. If the total project budget (including match) is \$10,000.00, \$500.00 of your budget may be used toward incentives.

**6. IT related costs:**

- a. Pricing for technology-related projects are dependent on the scope of the project. Estimated figures for typical IT related projects, provided by the Division of Academic Computing (Discovery Commons) at the Faculty of Medicine, University of Toronto. Pricing is based on their cost recovery rate of

\$75 per hour, (strictly in-house billing to U of T and affiliated hospitals) for items such as educational consulting, needs assessments, content writing, evaluation, graphic design and animation.

- b. Technological consultation, needs assessment, content writing, evaluation, graphic design and animation: Approximately \$75.00/hr
- c. Learning portals/websites: programming, learning management, content management systems: Approximately \$2,500.00 – \$15,000.00
  - i. Programming of a basic Blackboard site (U of T's learning management and content management system): \$5000 - \$15,000, depending on the project complexity.
  - ii. A custom-built, basic website: \$6,000 - \$15,000. This is dependent on whether the client wants to be able to administer the site themselves in a content-management system. Extra custom-programming features such as chat rooms, bulletin boards, interactivity with databases or anything that requires customization, projects can incur extra costs.
  - iii. A web-based quiz with database and reporting by itself might be \$3000 - \$5000, depending on project complexity.

#### **7. Medical Illustrations**

- a. \$75 for simple diagrams to \$400-500 each for more complex illustrations
- b. \$1000 each for fully rendered complex pieces (i.e. a Photoshop illustration of a complete skeleton, figure in a magazine cover or advertising style).

#### **8. Costs associated with project dissemination:**

- a. Maximum of \$250 of EDF funds may be budgeted for poster layout and printing costs for presentation at the research day.
- b. Maximum of \$1,000 of EDF and department matched funds may be used to offset conference expenses where EDF work is to be presented. This amount should include both travel and accommodations.