Teaching Enhancement Grants (TEG)
Budget Guidelines and Frequently Asked Budget Questions

This information provides answers to frequently asked questions related to applying for a Teaching Grant, specifically Enhancement, Equipment, Assessment and the new Seed grants. (For specifics regarding preparing a budget to apply for matching funds, see the separate document on the CTL TEG website, https://www.utsc.utoronto.ca/ctl/teaching-enhancement-grants.)

Fund requests included in TEG applications are reviewed for reasonableness and appropriateness. If a project is funded, the TEG adjudication committee might recommend adjustments to the budget. Keep in mind that funds are one-time only, and that projects will not be funded after the funding period.

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

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 consultants, University of Toronto administrative and research staff and faculty (both appointed and casual/contractual) for duties normally performed during normal operational hours.
3. Publication costs, e.g. 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 consultants.
8. Payment to anyone listed as a project collaborator, i.e. in the role of project manager, research assistant, and/or consultant.

GUIDELINES FOR ALLOWABLE EXPENSES

a. Support for your project
The requirements of your project and expertise needed will determine who you hire to help support your project. While there is some flexibility in what you pay, be mindful of applicable minimum pay rates for TAs and undergrads. Here are some guidelines:

i) TAs - this might be someone who is familiar with your course and/or your students, who has curriculum expertise and/or familiarity. Pay rates are set by the relevant collective agreement. CUPE 3902 Unit 1 salaries, http://pay.hrandequity.utoronto.ca/salary/.

ii) Grad students/research assistant - this might be someone who has particular expertise in the area of your project or specialized expertise. HR recommends payrates close to that of an equivalent appointed position. Talk with your department's Business Officer, as this can vary by department.

iii) Undergrads - Students can be hired to do a variety of support tasks. They might provide basic admin support, e.g. photocopying, organizing materials. You might also want to hire a student with more

advanced knowledge or skills, (e.g. familiarity with Excel, updating webpages or blogs, has successfully completed your course). Pay rates start at the minimum USW Casual rate up to approximately $20. See: USW casual salaries, http://pay.hrandequity.utoronto.ca/salary/. Again, consult with your Business Officer.

b. Incentives (gift cards, stipends for focus groups/study participants)
Up to 5% of the total budget (including matching). If the total project budget is $5000, then $250 of your budget may be used towards incentives.

c. Equipment
If the total request is $5,000+ (before taxes), at least two quotes must be provided. Applicants should consult with their department's Business Officer who can obtain best market price quotes.