### BUDGET

### Clusters may request funding from $100,000 to $200,000 per year.

**Instructions:**

Use this budget form to align specific activities with cluster goals and proposed outcomes. Add additional rows as needed. Be sure to reference specific budget line item numbers in the justification text below. Review committees will carefully consider each budget item and may recommend funding only some budget items. *See program terms for eligible costs.*

The budget (and funding) does not have to be equal each year of the project, as long as expected spending each year is based on the research goals and methodology proposed and justified in the application. Proposed budgets should be realistic and justified, containing expenses related only to activities that will support the development and success of the cluster. While all direct research costs are eligible, they must be demonstrably connected to advancing the development of the cluster at the University of Toronto Scarborough. Applicants are encouraged to consider timing of student and other HQP hires, which typically happen in the Spring or Fall, and forecast the salary costs appropriately.

The University of Toronto Scarborough and/or the University of Toronto will be offering training workshops on Equity, Diversity and Inclusion, as well as Indigenous Cultural Competency Training. Cluster participants are strongly encouraged to participate in these sessions.

### Cluster Administrative Lead:

**Cluster Title:**

**Year 1** (rows can be added as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Expense Category** | **Description** | **$ Requested** |
| 1 | Expense Category |  |  |
| 2 | Expense Category |  |  |
| 3 | Expense Category |  |  |
| 4 | Expense Category |  |  |
| 5 | Expense Category |  |  |
| 6 | Expense Category |  |  |
| 7 | Expense Category |  |  |
| 8 | Expense Category |  |  |
| 9 | Expense Category |  |  |
| 10 | Expense Category |  |  |
| **Total $ requested:** | | |  |

# Expense Categories

* Salaries and Stipends
* Cluster-building Activities
* Community and Stakeholder Engagement
* Direct Research Costs
* PD and Training
* Equipment
* Travel
* Recruitment
* Other

### Y1 Budget Justification (1 page maximum):

**Year 2** (rows can be added as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Expense Category** | **Description** | **$ Requested** |
| 1 | Expense Category |  |  |
| 2 | Expense Category |  |  |
| 3 | Expense Category |  |  |
| 4 | Expense Category |  |  |
| 5 | Expense Category |  |  |
| 6 | Expense Category |  |  |
| 7 | Expense Category |  |  |
| 8 | Expense Category |  |  |
| 9 | Expense Category |  |  |
| 10 | Expense Category |  |  |
| **Total $ requested:** | | |  |

# Expense Categories

* Salaries and Stipends
* Cluster-building Activities
* Community and Stakeholder Engagement
* Direct Research Costs
* PD and Training
* Equipment
* Travel
* Recruitment
* Other

### Y2 Budget Justification (1 page maximum):

**Year 3** (rows can be added as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Expense Category** | **Description** | **$ Requested** |
| 1 | Expense Category |  |  |
| 2 | Expense Category |  |  |
| 3 | Expense Category |  |  |
| 4 | Expense Category |  |  |
| 5 | Expense Category |  |  |
| 6 | Expense Category |  |  |
| 7 | Expense Category |  |  |
| 8 | Expense Category |  |  |
| 9 | Expense Category |  |  |
| 10 | Expense Category |  |  |
| **Total $ requested:** | | |  |

# Expense Categories

* Salaries and Stipends
* Cluster-building Activities
* Community and Stakeholder Engagement
* Direct Research Costs
* PD and Training
* Equipment
* Travel
* Recruitment
* Other

### Y3 Budget Justification (1 page maximum)