

Budget Justification



Ontario Centres of
Excellence
Where Next Happens

OCE FUNDS

A. Salaries and Benefits – Key Personnel

{Name}, {Title}: (year # { }): {salary rate/hour} x {effort # of hours} = {total salary} {Description of role}

B. Salaries and Benefits Other Personnel

{Name}, {Title}: (year # { }): {salary rate/hour} x {effort # of hours} = {total salary} {Description of role}

C. Travel and Living

Trip # { }: year # { }: Funds are requested for {Name of Personnel} to {location of destination} for {purpose of trip}. Costs are estimated to be {cost of accommodation} for accommodation and {cost of commute} for {means of commute}, total of {total cost of trip}. {Purpose of trip}

D. Operating Expense

{Type of expense}: (year # { }): {amount} {Purpose of expense}

E. Capital

{Type of equipment}: (year # { }): {cost of equipment} x {pro-rate usage percentage for project} = {amount} {Purpose of expense}



Partner Cash

A. Salaries and Benefits

{Name}, {Title}: (year # { }): {salary rate/hour} x {effort # of hours} = {total salary} {Description of role}

B. Travel and Living

Trip # { }: year # { }: Funds are requested for {Name of Personnel} to {location of destination} for {purpose of trip}. Costs are estimated to be {cost of accommodation} for accommodation and {cost of commute} for {means of commute}, total of {total cost of trip}. {Purpose of trip}

C. Operating Expense

{Type of expense}: (year # { }): {amount} {Purpose of expense}

D. Capital

{Type of equipment}: (year # { }): {cost of equipment} x {pro-rate usage percentage for project} = {amount} {Purpose of expense}



Partner In-kind

A. Salaries and Benefits

{Name}, {Title}: (year # { }): {salary rate/hour} x {effort # of hours} = {total salary} {Description of role}

B. Travel and Living

Trip # { }: year # { }: Funds are requested for {Name of Personnel} to {location of destination} for {purpose of trip}. Costs are estimated to be {cost of accommodation} for accommodation and {cost of commute} for {means of commute}, total of {total cost of trip}. {Purpose of trip}

C. Operating Expense

{Type of expense}: (year # { }): {amount} {Purpose of expense}

D. Capital

{Type of equipment}: (year # { }): {cost of equipment} x {pro-rate usage percentage for project} = {amount} {Purpose of expense}