

Columbia College Research Scholarship

Budget Guidelines

All grant expenses must directly contribute to achieving the project's goals. Budgets should be clearly justified, and expenditures must comply with institutional policies.

Before including an item in your budget, applicants are expected to confirm whether the item or service is already available through their department or elsewhere at the College.

A brief rationale is required for each budget item to show how it aligns with the project's aims.

Eligible & Ineligible Expenses

Expense Category	Examples / Notes	Eligibility
Student Research Assistants	Maximum total funding across all student assistants: \$500 CAD . Must include duties and total hours.	✓
Faculty or Staff Compensation	Compensation for faculty, co-investigators, or College employees supporting the project. Maximum total funding: \$1,000 CAD .	✓
Transcription Services	For interviews, focus groups, or other qualitative data.	✓
Technology	Specialized software/tools not already available through Columbia College.	✓
Design-Related Supplies	Prototyping materials, whiteboards, graphic facilitation tools, printing, games for participatory facilitation, etc.	✓
Stationery Supplies	Flip charts, markers, name tags, sticky notes—only if not otherwise available.	✓
Travel (max 20%)	For data collection, collaboration, or knowledge sharing. Requires strong rationale.	✓
Dissemination (max 20%)	Conference fees, publication costs, poster printing, etc.	✓
Small Equipment	Recording devices or other tools only if not available through other means and with strong justification.	✓
Standard Operating Costs	Regular printing, admin services, office supplies, internet, call services, etc.	✗
Institutional Infrastructure Costs	IT services, building costs, or other core college operations.	✗
Retroactive Expenses	Costs incurred before grant approval.	✗