



**Stem Cell  
Network**



Powering  
Regenerative  
Medicine

**Réseau de  
Cellules Souches**

Propulsons  
la médecine  
régénératrice

# 2025-2029 Research Funding Programs – **Budget Guide**

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# Table of Contents

1. **Definitions & General Information** (slides 3-5)
2. **Eligibility & Requirements** (slides 6-9)
3. **Justification** (slides 10-12)
4. **Information & Entry** (slides 13-16)
5. **Evaluation** (slides 17-18)
6. **Questions or need help?** (slides 19-20)

# **1. Definitions & General Information**

# Budget Overview

**Budget Definition:** The budget is a detailed financial plan that outlines how financial support provided by the funder(s) of an award will be allocated and spent over the duration of the research project

- The award duration for Round 1 is **two or three years, dependent on the program**. Awards commence April 1, 2025, and end March 31, 2027 (2 year), or March 31, 2028 (3 year).
- The Budget Period Detail (Section 11) should **only** include eligible expenses that will be paid by the funder (SCN or, for Joint-Funded Awards, also the joint-funding organization).

**Note:** Matching partner contributions (cash or in-kind) should **not** be listed in the Budget Period Detail section and instead must be described in the “Partners Summary” field of the Budget and Partner Summary (Section 12) and then detailed in the “Partner Details Excel Form”.

# Budget Categories

All expenses must be eligible and fall into permitted budget categories, which are:

## 1. Personnel costs:

- **Eligible:** Highly Qualified Personnel (HQP) stipends & salaries (e.g., technician, undergraduate, graduate student, postdoctoral fellow and research associate).
- Investigator salaries are **NOT** eligible expenses\*.

## 2. Non-personnel costs:

- **Consumables** (e.g., tissue culture plasticware, media, reagents)
- **Services** (e.g., costs arising from sequencing, imaging or animal experimentation at dedicated facilities)
- **Travel** (e.g., meetings or conference attendance directly related to the project)
- **Other** (e.g., knowledge mobilization costs, including IP filing, licensing, publication costs)

\*Although Principal Investigator salaries and Indirect Costs are not eligible SCN budget expenditures, they must be listed as in-kind institutional support (PI salaries at 10% and indirect costs at 40%) in the Budget and Partner Summary (Section 12).

## **2. Eligibility & Requirements**

# Eligible Expenditures

**SCN funds:** To be eligible, all budget expenditures must follow the “[Tri-Agency Guide on Financial Administration](#).”

**Joint-Funded Awards:** The following budget eligibility requirements apply for each organization’s joint-funding contribution:

- **Azrieli Foundation:** Expenditures must follow the “[Tri-Agency Guide on Financial Administration](#)”
- **Breakthrough T1D:** The budget allocation must adhere to the [Breakthrough T1D eligible expenditures policy](#).
- **CQDM:** Budget expenditures must adhere to [CQDM’s allowable costs](#).

Consult SCN’s [Program and Joint-Funding Guidelines](#) for links and more details

# Eligible Funding Recipients

The ability to receive and manage funds in the budget is determined by the role of each team member:

Roles **eligible** to receive and manage funds:

- Lead-investigators
- Co-investigators

Roles **NOT** eligible to receive and manage funds:

- Collaborators
- HQP (e.g., technicians, undergraduates, graduate students, postdoctoral fellows and research associates)
- Any other team member role

**Note:** The affiliation for the lead investigator or each co-investigator **must match the institution that will receive the project funding.**



# Requirements & Criteria

- Investigators requesting SCN funds **must** be based at a Canadian Tri-Agency eligible institution and themselves be eligible to receive Tri-Agency funding.
- SCN funds **cannot** be used to support research outside of Canada.
- For **Clinical Trials Awards ONLY**: All funds, including funds for participating clinical sites, will be directed to the lead investigator. Researchers at participating clinical sites should be listed under Project Collaborators (not requesting funds) in section 6 (Research Team). The lead investigator's institution is responsible for establishing sub-contracts with participating clinical sites.
- For **Joint-Funded Awards with Breakthrough T1D ONLY**: 20% of the Breakthrough T1D budget allocation can be used to support research outside of Canada.

# 3. Justification

# Budget Justification

The budget justification **must**:

- Describe the budget expenditures
- Connect each expenditure to a project aim, milestone or deliverable

The justification should provide **sufficient detail** for the reviewers to understand:

1. The nature of the expenditure
2. How/where the expenditure will be utilized in the project
3. The breakdown of the expenditure
4. How the totals for significant expenditures were calculated

# Budget Justification Example

## Example budget justification entries

Dr. Acme's lab:

### Personnel costs:

- Jane Smith (0.5 FTE; Period 1: \$20,000, Period 2: \$20,000) – Jane is a 3<sup>rd</sup> year PhD student supervised by Dr. Acme who has expertise in stem cell culture and gene editing, and who will carry out the transgenic cell line creation and analysis for Aims 1 and 2.

### Consumables:

- **Genome editing** (Period 1: \$7,100 , Period 2:\$5,450): primers, enzymes and transfection kits for stem cell genome editing experiments described in Aim 1 and 2
- **Tissue culture** (Period 1:\$22,500, Period 2:\$25,300): stem cell growth media, serum and basal media for differentiation (P1: \$10,400, P2: \$12,300), growth factors (inc. bFGF, Activin-A; P1: \$4,500, P2: \$4,700), tissue culture plasticware (inc. 6-well plates, T25 flasks, pipettes; P1: \$4,000, P2: \$4,500), growth substrates and enzymes (Matrigel, fibronectin, Acutase, trypsin; P1: \$3,600, P2: \$3,800) for Aim 1 and Aim 2

### Services:

- **Flow cytometry** (Period 2: \$1,200): To validate gene editing and analyze the phenotype of edited cells as per Aim 2, FACS will be performed using a BD LSRII at the University of Canada flow facility. It is estimated that 24 hours of FACS time will be required over the course of period 2 at a cost of \$50/hour. 24 hours x \$50/hr = \$1,200.

## **4. Information & Entry**

# Maximum Budget Amounts for Standard or Joint-Funded Awards

The total funds requested must **NOT** exceed the maximum total budget allowed for a program

Program	SCN Standard Award – Max Budget	Joint-Funded Award – Max Budget	Joint-funding Organizations
Impact	\$270,000	\$324,000	Azrieli or Breakthrough T1D
ECR Jump Start	\$350,000	\$420,000	Azrieli
Accelerating Clinical Translation	\$650,000	\$780,000	Azrieli or Breakthrough T1D
Clinical Trials	\$1,100,000	\$1,320,000	Azrieli or Breakthrough T1D
Fueling Biotech Partnerships	\$430,000	\$516,000* or \$500,000**	Breakthrough T1D* or CQDM**
Impact: ELSI + HE Stream	\$215,000	\$258,000	Azrieli or Breakthrough T1D

# Budget Periods for Programs

Each program has specific budget periods that must be completed. The periods depend on award duration. The table summarizes the periods that need to be completed for each program.

Program	Duration (yrs)	Period 1	Period 2	Period 3
Impact	2	April 1, 2025 - March 31, 2026	April 1, 2026 - March 31, 2027	Not applicable
ECR Jump Start	3	April 1, 2025 - March 31, 2026	April 1, 2026 - March 31, 2027	April 1, 2027 - March 31, 2028
Accelerating Clinical Translation	2	April 1, 2025 - March 31, 2026	April 1, 2026 - March 31, 2027	Not applicable
Clinical Trials	3	April 1, 2025 - March 31, 2026	April 1, 2026 - March 31, 2027	April 1, 2027 - March 31, 2028
Fueling Biotech Partnerships	2	April 1, 2025 - March 31, 2026	April 1, 2026 - March 31, 2027	Not applicable
Impact: ELSI + HE Stream	2	April 1, 2025 - March 31, 2026	April 1, 2026 - March 31, 2027	Not applicable

# Entering Budget Information in the Full Application

## 1. Budget Period Detail (Section 11):

1. Enter the start and end dates for the budget periods for the program
2. For **Joint-Funded Awards ONLY**: add SCN and the Joint-Funding organization in the Joint-Funder section
3. Enter each expenditure under the appropriate category and assign each expenditure to the relevant lead- or co-investigator
4. For **Joint-Funded Awards ONLY**: Assign each expenditure to SCN or the Joint-Funding organization. The total budget request **must be equally (50-50) shared** between SCN and the Joint-Funding organization (For CQDM, 20% of the total budget should be assigned to the participating industry partner, and the remaining 80% split equally between SCN and CQDM)
5. Ensure the total funds requested does not exceed the maximum for the award program

## 2. Budget and Partner Summary (Section 12):

1. Provide a written justification for all budget expenditures listed in the Budget Period Detail (Section 11)
2. Ensure the values stated in the justification accurately mirror those stated in Section 11.



# 5. Evaluation

# Evaluation of the Budget

## Pre-Award:

- The budget **will be evaluated** during SCN's 2-stage peer review process.
- The budget allocation and justification will be used by reviewers to understand the **feasibility** and **financial planning** of the proposed research project
- Project **overlap**, including budgetary, with any other currently funded or applied for awards will be considered

## Post-Award:

- The project budget and spending **will be tracked** (via institutional financial statements) and **evaluated** as part of SCN's continual review process for funded awards



**6. Questions or need help?**

# Questions or need help?

SCN is offering **Budget & Partnering Question Sessions over Zoom**, where lead-investigators can sign up for a 10-minute slot to ask their budget or partnering questions directly to SCN staff.

Four help sessions are offered between **1pm-2:30pm** (Eastern time) on the following dates:

- Friday, **October 25**, 2024
- Tuesday, **October 29**, 2024
- Monday, **November 11**, 2024
- Tuesday, **November 12**, 2024.

All 10-minute help session slots are offered on a first-come, first-served basis; attendees must be punctual for their slot. One slot is offered per lead-investigator. Click this [link](#) to sign up for a slot – a link to join the Zoom call will be emailed to sign-ups for each session 2-hours before the call start.

**SCN will also answer questions by email:** [researchSCN@stemcellnetwork.ca](mailto:researchSCN@stemcellnetwork.ca)