



ICES Budget Guidelines for Grant/Project Planning Purposes

This document includes examples of budget allocations for Research & Analysis staff for ICES research projects on the [ICES Budget Template](#) (to be used for grant submissions) or [Project Activation Worksheet](#) (to be used for initiating ICES projects once funding has been secured). Please contact your [Research Program Manager or Local Lead](#) if you have questions about budgeting for ICES staff time. For grants, all other costs on the ICES budget template are entered per usual budgeting practices (e.g. under Equipment, Travel, and Other Materials, Supplies and Services).

Please note that at the grant stage, budgets are approximate. Once grant funds are received, projects require Project Activation Worksheet approval. The final budget is contingent on the scope of the project once it has been fully detailed. The budget and/or scope may need to be adjusted to reflect the work defined in the project management plan and/or the dataset creation plan.

The budget justification that you submit to the granting agency should include the following (as applicable):

- An explanation that ICES is being contracted to provide specific services, ***the reason why ICES Contracted Research and Data Services are required to conduct the project*** and other relevant information for the reviewers including a reference to the quote by ICES to provide these services. The total cost for this work can be found on the ***ICES Total Contracted Research and Data Services*** line in the Summary Sheet of the ICES budget template.
- A description of the activities/services that you are requesting from ICES for each year of the grant. Examples of FTE estimates are provided below. Please see the [ICES Contracted Research and Data Services Budget Justification](#) document for further details. Budget justifications should be customized to meet the unique needs of your project. If feedback and/or a quote for ICES Contracted Research and Data Services is requested, ***this description should be detailed enough that ICES reviewers can understand the work requirements and can validate your budget allocations in the ICES budget template and your proposal should include a detailed description of the proposed methods***. The costs for each year of ICES Contracted Research and Data Services can be found on the Summary Sheet of the ICES budget template.

Note that ICES Contracted Research and Data Services rates include a portion (proportional to the size and complexity of the project) of the personnel costs of acquiring and preparing our data holdings for use by researchers. This includes staff time for data linkage, encoding of identifiers, documentation, quality assurance, technology services, and privacy and information security services. These rates do not include costs incurred for the indirect support of research or for non-research activities.



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Research Project Manager/Epidemiologist

- 3-5% FTE
 - Prepare Privacy Impact Assessment and Project Activation Worksheet documents
 - Coordinate Data Sharing Agreements
 - Modify research ethics and data access documents from other sites into local research ethics and ICES formats (e.g., Project PIAs and Dataset Creation Plans) as needed
 - General research support and meeting management
 - Assist with refinement of Dataset Creation Plan
- 10% FTE
 - Prepare Privacy Impact Assessment and Project Activation Worksheet documents
 - Coordinate Data Sharing Agreements
 - Modify research ethics and data access documents from other sites into local research ethics and ICES formats (e.g., Project PIAs and Dataset Creation Plans) as needed
 - General research support and meeting management
 - Assist with refinement of Dataset Creation Plan
 - Assist with interpretation of study findings
 - Assist with manuscript preparation, presentations, and other deliverables
- 20% FTE
 - Prepare Privacy Impact Assessment and Project Activation Worksheet documents
 - Coordinate Data Sharing Agreements
 - Modify research ethics and data access documents from other sites into local research ethics and ICES formats (e.g., Project PIAs and Dataset Creation Plans) as needed
 - General research support and meeting management
 - Provide advice on study design and analysis plan
 - Develop the Dataset Creation Plan
 - Assist with interpretation of study findings
 - Assist with manuscript preparation, presentations, and other deliverables
- 25% FTE
 - Prepare Privacy Impact Assessment and Project Activation Worksheet documents
 - Coordinate Data Sharing Agreements
 - Modify research ethics and data access documents from other sites into local research ethics and ICES formats (e.g., Project PIAs and Dataset Creation Plans) as needed
 - General research support and meeting management
 - Provide advice on study design and analysis plan
 - Develop the Dataset Creation Plan
 - Assist with interpretation of study findings
 - Assist with manuscript preparation, presentations, and other deliverables
 - Monitor ICES-related project budgets and timelines



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Research Project Manager/Epidemiologist (continued)

- 50% FTE
 - Prepare Privacy Impact Assessment and Project Activation Worksheet documents
 - Coordinate Data Sharing Agreements
 - Modify research ethics and data access documents from other sites into local research ethics and ICES formats (e.g., Project PIAs and Dataset Creation Plans)
 - General research support and meeting management
 - Provide advice on study design and analysis plan
 - Develop Dataset Creation Plan
 - Assist with interpretation of study findings
 - Assist with manuscript preparation, presentations, and other deliverables
 - Monitor ICES-related project budgets and timelines
 - Prepare and coordinate submission of research ethics forms
 - Organize meetings
 - Process travel expenses for study team
 - Conduct Delphi analysis
 - Liaise with ICES and Ministry colleagues



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Research Analyst

- 10% FTE
 - FTE typically used for student projects
 - Note that additional time may be required for quality assurance activities or when project-specific data is involved
 - Attend project kick-off meeting and participate in conference calls related to data management
 - Assist with refinement of Dataset Creation Plan
 - Create linked cohort using multiple datasets for student project
 - Data management
 - Identify and write programs for all relevant variables
 - General data programming and organization
 - Ensure quality of data management (verifying and checking data)
 - Ensure compliance with Privacy policies and procedures
 - Liaise with Methodologist to created linked cohort
 - Assist with interpretation of study findings
- 20% FTE
 - Attend in-person study meetings and participate in conference calls related to data management and analysis
 - Provide advice on study design and analysis plan
 - Assist with refinement of Dataset Creation Plan
 - Create linked cohort using multiple datasets
 - Data management
 - Identify and write programs for all relevant variables
 - General data programming and organization
 - Ensure quality of data management (verifying and checking data)
 - Conduct statistical analyses including regression models
 - Ensure compliance with Privacy policies and procedures
 - Liaise with Methodologist to created linked cohort and conduct statistical analysis
 - Assist with interpretation of study findings
- 40% FTE
 - More complex project (e.g., with respect to datasets or methodology)
 - Attend in-person study meetings and participate in conference calls related to data management and analysis
 - Provide advice on study design and analysis plan
 - Assist with refinement of Dataset Creation Plan
 - Create linked cohort using multiple datasets
 - Data management
 - Identify and write programs for all relevant variables
 - General data programming and organization
 - Ensure quality of data management (verifying and checking data)



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- Conduct statistical analyses including regression models
- Ensure compliance with Privacy policies and procedures
- Liaise with Methodologist to create linked cohort and conduct statistical analysis
- Assist with interpretation of study findings

Research Analyst (continued)

- 50% FTE
 - More complex project (e.g., pan-Canadian study involving multiple provinces)
 - Attend in-person study meetings and participate in conference calls related to data management and analysis
 - Provide advice on study design and analysis plan
 - Assist with refinement of Dataset Creation Plan
 - Create linked cohort using multiple datasets
 - Data management
 - Identify and write programs for all relevant variables
 - General data programming and organization
 - Ensure quality of data management (verifying and checking data)
 - Conduct statistical analyses including regression models
 - Ensure compliance with Privacy policies and procedures
 - Liaise with Methodologist to create linked cohort and conduct statistical analysis
 - Liaise with other sites to work through challenges and finalize SAS code
 - Assist with interpretation of study findings

Appointed Analyst

- Use the ICES UofT budget template
- Recommend ensuring the Appointed Analyst role is described as authorized research personnel trained in the use of ICES data and procedures, e.g.:
 - This research project will be conducted at ICES [insert site] by research personnel employed by [home institution] who are trained to use ICES data in a secure environment

Research Assistant

- 10% FTE
 - Assist study investigators and research coordinators to plan and organize meetings and manage reimbursements for participants.
- 15% FTE
 - Planning and coordination of environmental scan and consensus workshop
 - Take meeting minutes
 - Liaise with participants before and after workshop
 - Monitor project budgets and timelines



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Methodologist / Local Lead Analyst

- Use the **Local Lead Analyst** line in the Budget Template if you plan to have your **Satellite Site** Lead Analyst conduct the analysis
- Use the **Methodologist** line in the Budget Template if you plan to have a Methodologist conduct the analysis (applies to **ICES Central** projects only)
- Note that project oversight/quality assurance is **automatically calculated** in the PAW

10% Oversight/Quality Assurance

- Note that this is **automatically calculated** in the PAW
- Attend project kick-off meeting
- Provide advice on the Dataset Creation Plan
- Review analytic outputs and code throughout the course of the project
- Act as a resource to analytic staff, scientists, and/or students on the project
- Provide advice to the project team on ICES data holdings and/or statistical issues

Budgeting over more than one fiscal year

- Analyst:
 - Consistent FTE throughout, occasionally somewhat **less** in the last year
- Project Manager/ Epidemiologist:
 - Consistent FTE throughout, occasionally somewhat **more** in the first year
- Primary Data Collection:
 - Year 1: 15-20% FTE
 - Year 2: 30-40% FTE
 - Year 3: 30-40% FTE

Projects using Project-Specific Data and/or new ICES Datasets

- Note that research projects bringing in Project-Specific Data or using new ICES datasets should include an **additional 5% to 15% FTE** in each of the research staff budget lines



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FTE Hours and Costs for ICES Research Staff, 2019/20

Note that for the tables below, %FTE was entered to generate number of hours.

	Project Manager		Epidemiologist		Research Analyst	
FTE	#hours	\$ 19/20	#hours	\$ 19/20	#hours	\$ 19/20*
3%	41	\$4,423	41	\$4,545	41	\$5,168
5%	68	\$7,371	68	\$7,576	68	\$8,613
10%	137	\$14,742	137	\$15,152	137	\$17,226
15%	205	\$22,113	205	\$22,727	205	\$25,839
20%	273	\$29,484	273	\$30,303	273	\$34,453
25%	341	\$36,855	341	\$37,879	341	\$43,066
30%	410	\$44,226	410	\$45,455	410	\$51,679
35%	478	\$51,597	478	\$53,030	478	\$60,292
40%	546	\$58,968	546	\$60,606	546	\$68,905
50%	683	\$73,710	683	\$75,758	683	\$86,132
60%	819	\$88,452	819	\$90,909	819	\$103,358
70%	956	\$103,194	956	\$106,061	956	\$120,584
80%	1092	\$117,936	1092	\$121,212	1092	\$137,810
100%	1365	\$147,420	1365	\$151,515	1365	\$172,263

*includes Oversight and Quality Assurance cost