This checklist will guide you through the necessary steps in assessing project costs and appropriate forecasted periods to be included in your WD application. Depending on the items listed in the Project Costs, it is essential that you liaise with the appropriate units at UofA.

If you have any questions about the checklist, contact your RSO Research Facilitator.

**Note**: Inadequate budget forecast planning, including failure to consult with appropriate UofA units, would result in potential withholding of funding instalments by WD.

## Personnel Costs

Does your project include costs for personnel (i.e., salary + benefits)?

- Review your responsibilities within the Hiring section of the website.
- Consult your HR Service Partner regarding development of a Job Fact Sheet, pay grade, etc.
- Consult your faculty/unit regarding personnel budget

Failure to consult with HR may result in unanticipated delays in hiring personnel and insufficient budgeting for personnel costs.

## Equipment Costs

Will the project include equipment purchases?
Consult with Procurement (procure@ualberta.ca) to obtain information about:

- Competitive bid process that applies to items over $75,000 CAD.
- Estimated cost of the item, including shipping/handling and customs charges.
- Fees associated with delivery.
- Delivery and/or installation timelines once the item has been shipped from the vendor.

Failure to consult with Procurement may result in unexpected delays in assembly, shipping and/or delivery of equipment, potentially pushing equipment costs to the next fiscal year(s). Note: Reimbursement is only for fully functioning unit(s), not on delivery of item(s).

## Advanced Research Computing Costs

Will the project include costs for advanced research computing infrastructure (computing, memory, storage, etc.)?

- Consult Scott Delinger, Director, Research Computing, Information Services & Technology (IST) (scott.delinger@ualberta.ca) regarding project needs and coordination with Compute Canada, if necessary.

  Please note that the "Compute Canada" will cease operation in April 2022 and it will be the "Digital Research Alliance of Canada" from then on.

Failure to consult with IST may result in unanticipated delays in acquisition and installation of advanced research computing infrastructure.

## Space Modification Costs

Does your project require space modifications (construction/renovation)?

- Obtain confirmation from your Faculty of your research space.
- Consult Alex Hatch of UofA Facilities and Operations (F&O) (alex.hatch@ualberta.ca) regarding scope of work and estimate.

Failure to consult with F&O may result in delayed placement of the project into the F&O work queue, increased associated costs being incurred, and completion at a later date than anticipated.