

LEAF BUDGET (up to 3 years per proposal) form updated 2025

Main contact name:

Project title:

****PLEASE "EXPORT" OR "SAVE AS" a .PDF FILE***

Files must be titled: 202XLEAF_[lastname]_budget.PDF (eg. 2026LEAF_marx_budget.PDF)*

Please refer to the LEAF Budget Guidelines as you draft your budget. For a copy, please email vp.tl@utoronto.ca.

TOTAL LEAF FUNDS REQUESTED

Please do not fill out, this will automatically populate based on your calculations completed below.

YEAR 1: TOTAL LEAF FUNDS REQUESTED	9,996.00
YEAR 2: TOTAL LEAF FUNDS REQUESTED	9,996.00
YEAR 3: TOTAL LEAF FUNDS REQUESTED	0.00

TOTAL 19992

Year 1

YEAR 1 EXPENSES						
Consumables	Item description	Unit cost	Amount/Number	Subtotal	Amount requested to be paid with LEAF funds	
Consumables include all items related to the creation or execution of the project deliverable. Please include the cost of any in-kind consumables used as matching funds.				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
Consumables Total				0.00	0.00	
Wages	Description of Work	Number of Staff	Hourly Wage	Hours Per Individual	Subtotal	Amount requested to be paid with LEAF funds
Please list the cost of any labour to be paid out of LEAF or matching-fund monies.	RA to conducts initial scan and analysis	1	24.00	68	1,632.00	1,632.00
	RA for instructional material development, i.e. assignments, rubrics, etc. and TA training	1	24.00	68	1,632.00	1,632.00
	RA for organizing/hosting student focus groups, transcription and analysis	1	24.00	124	2,976.00	2,976.00
	RA to assist with redeveloping instructional materials into modules	1	24.00	124	2,976.00	2,976.00
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
Wages Total				9,216.00	9,216.00	
Occasional Expenses	Description	Unit cost	Amount/Number	Subtotal	Amount requested to be paid with LEAF funds	
Occasional Expenses include items related to specific events in support of the development, assessment, or dissemination of the project [eg. focus groups, workshops, etc.]. Please note LEAF guidelines on occasional expenses on our website.	Focus group participant compensation	20.00	39	780.00	780	
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
Occasional Expenses Total				780.00	780.00	
Total LEAF Expenses / Funds Requested (Year 1)				9,996.00	9,996.00	

YEAR 1 IN-KIND SUPPORT			
Item	Source/Description	Amount (Optional)	
In this section, please include in-kind donated labour and/or pre-funded work-study/RA pay counted toward in-kind or matching funds.	In-Kind Support 1	Food and drinks for focus groups	500.00
	In-Kind Support 2	Supplies/stationary for focus groups	200.00
	In-Kind Support 3	Library resources to conduct research	
	In-Kind Support 4	Faculty/librarian time to lead project	
	Total In-Kind Support (Year 1)		700.00

TOTAL YEAR 1 BUDGET	
Total In-Kind Support (Year 1)	700.00
Total LEAF Expenses / Subtotals (Year 1)	9,996.00
Total LEAF Funds Requested (Year 1)	9,996.00

Year 2

YEAR 2 EXPENSES						
Consumables	Item description	Unit cost	Amount/Number	Subtotal	Amount requested to be paid with LEAF funds	
Consumables include all items related to the creation or execution of the project deliverable. Please include the cost of any in-kind consumables used as matching funds.				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
Consumables Total				0.00	0.00	
Wages	Description of Work	Number of Staff	Hourly Wage	Hours Per Individual	Subtotal	Amount requested to be paid with LEAF funds
Please list the cost of any labour to be paid out of LEAF or matching-fund monies.	RA to continue assessment and develop online modules	1	24.00	192	4,608.00	4,608.00
	RA for organizing/hosting student focus groups, transcription and analysis	1	24.00	124	2,976.00	2,976.00
	RA to assist in creating outreach materials benefits of embedding writing centre and library in course development	1	24.00	68	1,632.00	1,632.00
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
Wages Total				9,216.00	9,216.00	
Occasional Expenses	Description	Unit cost	Amount/Number	Subtotal	Amount requested to be paid with LEAF funds	
Occasional Expenses include items related to specific events in support of the development, assessment, or dissemination of the project [eg. focus groups, workshops, etc.]. Please note LEAF guidelines on occasional expenses on our website.	Focus group participant compensation	20.00	39	780.00		780
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
Occasional Expenses Total				780.00	780.00	
Total LEAF Expenses / Funds Requested (Year 2)				9,996.00	9,996.00	

YEAR 2 IN-KIND SUPPORT			
Item	Source/Description	Amount (Optional)	
In this section, please include in-kind donated labour and/or pre-funded work-study/RA pay counted toward in-kind or matching funds.	In-Kind Support 1	Food and drinks for focus groups	500.00
	In-Kind Support 2	Supplies/stationary for focus groups	200.00
	In-Kind Support 3	Library resources to conduct research	
	In-Kind Support 4	Faculty/librarian time to lead project	
	Total In-Kind Support (Year 2)		700.00

TOTAL YEAR 2 BUDGET	
Total In-Kind Support (Year 2)	700.00
Total LEAF Expenses / Subtotals (Year 2)	9,996.00
Total LEAF Funds Requested (Year 2)	9,996.00

Year 3

YEAR 3 EXPENSES					
Consumables	Item description	Unit cost	Amount/Number	Subtotal	Amount requested to be paid with LEAF funds
				0.00	
				0.00	
				0.00	
				0.00	

Consumables include all items related to the creation or execution of the project deliverable. Please include the cost of any in-kind consumables used as matching funds.					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
Consumables Total					0.00	0.00

Wages	Description of Work	Number of Staff	Hourly Wage	Hours Per Individual	Subtotal	Amount requested to be paid with LEAF funds
Please list the cost of any labour to be paid out of LEAF or matching-fund monies.					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
Wages Total					0.00	0.00

Occasional Expenses	Description	Unit cost	Amount/Number	Subtotal	Amount requested to be paid with LEAF funds
Occasional Expenses include items related to specific events in support of the development, assessment, or dissemination of the project [eg.focus groups, workshops, etc.]. Please note LEAF guidelines on occasional expenses on our website.				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
Occasional Expenses Total				0.00	0.00

Total LEAF Expenses / Funds Requested (Year 3)					0.00	0.00
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YEAR 3 IN-KIND SUPPORT			
	Item	Source/Description	Amount (Optional)
In this section, please include in-kind donated labour and/or pre-funded work-study/RA pay counted toward in-kind or matching funds.	In-Kind Support 1		
	In-Kind Support 2		
	In-Kind Support 3		
	In-Kind Support 4		
	Total In-Kind Support (Year 3)		

TOTAL YEAR 3 BUDGET	
Total In-Kind Support (Year 3)	0.00
Total LEAF Expenses / Subtotals (Year 3)	0.00
Total LEAF Funds Requested (Year 3)	0.00