Teaching & Learning Development Grants
Administration of Grant Funds FAQs

Who administers the grant funds?
The ISTLD Administrative Coordinator administers the grant funds for all TLDG recipients. Our goal is to make the experience as easy as possible, taking the administration out of the grant to enable recipients to focus on teaching and research. Contact information: Tara McFarlane (taram@sfu.ca; 778-782-3122)

How long do I have to complete the grant? What if I need more time?
The duration of your grant is based on the timeline submitted in your approved proposal. Timelines vary from grant to grant based on the research and activities involved. In general, grant projects do not last longer than one year. If you find that your project will take longer than indicated in your proposal, contact istld@sfu.ca to request an extension.

Can I get help hiring an RA?
We can help you to hire an RA by reviewing your job posting, as well as advertising the position on our website, twitter feed, and RA maillist.

Who can I hire for an RA?
Preference should be for SFU students, as the VPA funds the program. If you would like to hire a non-SFU student, you will be required to provide rationale. Your RA must be able to work in Canada and have a valid SIN.

What is an average rate for an RA?
We follow the suggested rates published by a number of research granting agencies. Accordingly, we suggest that projects pay undergraduate and master’s level students no less than $20/hour and doctoral students no less than $25/hour (includes 4% vacation and statutory holiday pay). Note that the minimum hourly wage in British Columbia is $10.85, plus 4% vacation for a minimum rate of $11.28.

Are RAs paid benefits?
As SFU employees, RAs are covered by Canada Pension (CPP), Employment Insurance (EI), and WorkSafeBC (WCB). TLDG RA appointments do not include health and dental benefits. ISTLD covers the employer portion of these expenses over and above the hourly wage, as per the Employment Standards Act. The hourly wage includes vacation (4%) and statutory holiday pay.

If my RA has worked at SFU before does he have to complete the personnel and tax forms?
No. Your RA only has to fill out the personnel and tax forms if this is his or her first time working for SFU in any capacity or if his or her personal or financial information has changed.

How do I purchase items with my grant money?
As part of administrating your grant funds, the ISTLD Administrative Coordinator can make purchases on your behalf, often with educational discounts. Before making your purchase contact the ISTLD Administrative Coordinator.

How do I get my grant expenses reimbursed?
The ISTLD Administrative Coordinator will process your expense claim on your behalf. Before making your purchase or registering for a conference, contact the ISTLD Administrative Coordinator.

Can I get advice on my budget before submitting the final proposal?
You will receive advice on your budget in the proposal development workshops especially in terms of eligible expenses. The ISTLD Administrative Coordinator can further assist you once your grant is awarded.

How do I coordinate cash incentives for focus groups and survey/questionnaire participants?
A cash advance can be provided for you to distribute cash incentives or to purchase gift cards for your participants. SFU Finance does require a list of recipients, amount received and proof they have received the funds (i.e., a signed sheet). Contact the ISTLD Administrative Coordinator for more information.

How do I get a grant number?
You will receive your grant number once the final proposal draft has been reviewed and finalized.