

SSRIA's Innovation Fund supports innovative building demonstration projects across Alberta. In partnership with our funders – Alberta Innovates and Prairies Economic Development Canada, we are supporting clean technology building projects by funding a portion of eligible labour costs that make these projects possible.

For the Innovation Fund, SSRIA will reimburse up to **70% of eligible labour expenses (including GST) up to a maximum of \$300,000\*** for the incremental costs directly relating to a clean technology project. The remaining 30% of labour costs can be contributed by the project team as in-kind (e.g. admin costs) or through cash from other sources.

## Eligible Labour Expenses

Innovation Fund applicants are asked to propose a budget that includes labour costs associated with the low-carbon innovation of a building project. The project team has 2 options when proposing a project budget to SSRIA for Innovation Funding:

1. **Use your standard labour charge out rate.** You will provide the rate and total hours in the budget workbook to determine total labour costs. The rates indicated in your budget will be compared for reasonableness against the industry salary rates in this guide. *If you don't want to disclose your rates then you can use rates from the Industry Salary Guide (Option 2 below).* If the required 30% labour contribution will be provided as in-kind, this can be additional hours above and beyond those being claimed for reimbursement or a % discount on the standard charge out rate.

**OR**

2. **Use this Industry Salary Guide to apply the noted rates to each staff role you assign to the project.** The salary rate includes the base salary and 20% benefits. The overhead and profit margin typically included in the charge out rates can be claimed as the in-kind contribution. This option does not require the applicant to disclose their salary rates and automatically results in the required 30% in-kind contribution.

## Existing Staff Reimbursement Rates

Staff Categories	Annual Salary + Benefit (20%)	Maximum Reimbursable Rate	In-kind Rate (30%)
Principal (Architecture, Engineering and Manufacturing)	\$258,400	\$158/hr	\$47/hr
Senior Architect/Engineer	\$155,800	\$95/hr	\$29/hr
Intermediate Architect/Engineer, Project Managers	\$129,800	\$79/hr	\$24/hr
Government managers (NGO)	\$126,200	\$77/hr	\$23/hr
Technical Architect, Engineer, Construction administrators	\$149,800	\$91/hr	\$27/hr
Post-Secondary Administrator (NGO)	\$84,300	\$51/hr	\$15/hr
Junior Architect/Engineer, Industrial engineering manufacturing technicians and technologists	\$91,900	\$56/hr	\$17/hr
Post-Secondary/Vocational Professors & lecturers, statistical support and research-related staff (NGO)	\$102,300	\$62/hr	\$19/hr
Research assistants (NGO)	\$45,600	\$28/hr	\$8/hr

## Existing Staff Salary Reimbursement Approach

### Why did we do this?

An agreed rate guideline avoids an applicant having to share specific salary and benefits data which some funders usually require. SSRIA wanted to avoid having to share this information with other industry members during the peer review process. The peer reviewers are however bound by a confidentiality policy and SSRIA will protect private information received should Option 1 be selected.

This also ensures firms of all sizes can offer competitive wages for project staff and can develop viable projects.

### Grouping salaries eases administration

The salary guidelines in the chart above group types of staff based on salary ranges and provide an approved maximum rate for reimbursement. The goal is to offer a reasonable rate to simplify the budgeting process.

## How did we come up with this approach?

We reviewed information from major salary surveys done by human resource professionals such as the Hays 2023 Canada Salary Guide, ALIS (Alberta Labour Information System) 2022 Salary Survey Highlights, APEGA (2022), and Consulting Engineers of Alberta (2023), along with input from members and industry representatives.

With this salary information in hand, an average of 20% benefits was added where not already included. This rate was deemed fair and reasonably representative of average benefit costs.

The following illustrates how the Existing Salary Reimbursement Guidelines are calculated.

Annual Salary – Private Sector	\$165K
Plus Benefits (20% of Salary)	\$ 33K
Total	\$198K
Divided by 1,638 Work - 35 hr./wk. x 52 wks. = 1,820 hr. Deduct Holidays & stats - 182 hr.	\$198,000 /1,638
Total salary cost rate – eligible for reimbursement	\$120/hr.
Plus admin, overhead and profit – eligible for in-kind contribution (30%)	\$40/hr.
Total hourly rate (reimbursement plus in-kind)	\$160/hr.

## What happens if there isn't an equivalent category for part of my project staff team?

We recognize that the categories that we have developed may not fit every circumstance or individual staff. If you have staff who are outside the categories listed or you aren't sure about which category to assign them to, ***discuss this with SSRIA staff prior to submitting your funding proposal.***

Our goal is to utilize fair, reasonable and consistent rates to reimburse staff costs. We reserve the right to reference salary tools such as ALIS to verify average costs for types of work.

## Why do I care about costs I can't get reimbursed?

SSRIA negotiated in-kind contributions from industry partners as a part of matching the funding that they are providing for the project. This can be in the form of administration, overhead and the profit mark-up on salary costs are a fair industry contribution.

SSRIA is required to account for industry in-kind contributions in the same manner we account for expenditures. Participants will be required to provide supporting documentation for their in-kind contributions.

**What happens if I claim staff levels that aren't reflective of the actual staff working on the project?**

We are confident that project applicants will accurately reflect the costs incurred. All grant recipients can be audited by SSRIA and/or our funding agencies to verify all claims.