

# Research Grants Administration Handbook

User Handbook on the Administration of  
Tri-Council Grants

Research Accounting  
Finance Department  
August 2017

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The information contained in this guide is accurate as of January 2017, and is summarized from the detailed Tri-Agency Financial Administration Guide found at:

URL: [http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index\\_eng.asp](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp)

Researchers and Administrators are encouraged to visit the Tri-Agency website to view complete eligibility rules. There are some research awards that may have additional guidelines and stricter spending requirements.

Researchers must operate in compliance with the relevant agency guidelines and all University policies

Administrative, personnel and accounting procedures must conform to the standards, practices and policies of the University

Each researcher authorizes expenditures in accordance with agency policies

No one may initiate or authorize expenditures from a research cost centre without the authority of the researcher or his/her authorized delegated signing authority

Equipment purchased against a grant belongs to the University

Expenses must be for direct costs of the research funded

When there is no written agency policy covering a specific purchase the University's policy applies

Granting agencies defer to the University's Conflict of Interest Policy to ensure accountable and responsible use of grant funds

The University can withhold payment of expenses approved by grant holders that contravene the agencies' requirements or the University's policies.

Visit the following websites for detailed information on research related York policies and procedures:

Reimbursement of Expenses Policy

<http://www.yorku.ca/secretariat/policies/document.php?document=33>

Reimbursement of Expenses Procedure

<http://www.yorku.ca/univsec/policies/document.php?document=60>

Professional Expense Reimbursement (PER) Guidelines

[http://www.yorku.ca/finance/documents/Professional Expense Reimbursements Guidelines.pdf](http://www.yorku.ca/finance/documents/Professional_Expense_Reimbursements_Guidelines.pdf)

Hospitality Policy

<http://www.yorku.ca/secretariat/policies/document.php?document=210>

Hospitality Procedure

<http://www.yorku.ca/secretariat/policies/document.php?document=211>

Procurement of Goods and Services Policy

<http://www.yorku.ca/secretariat/policies/document.php?document=27>

Procurement of Goods and Services Procedure

<http://www.yorku.ca/univsec/policies/document.php?document=58>

This handbook highlights sections of the Tri-Agency Financial Administration Guide and provides general information to assist grantees and administrators in determining the eligibility of expenses against research grants. A description of the supporting evidence requirements for each type of expenditure category is included.

In the following pages is a list of the most common expenses charged against SSHRC, NSERC, CIHR and Canada Research Chair (CRC) grants. Note that this list of examples is not exhaustive.

Compensation

Eligible Expenses	Ineligible Expenses
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## Hospitality

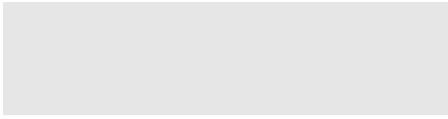
Hospitality costs for networking purposes and other research related meetings e.g. grantee meetings with external partners and stakeholders (meals, non-alcoholic beverages) are eligible providing most of the attendees are external to York.

Eligible Expenses	Ineligible Expenses	Supporting Evidence Requirements
<p>Non-alcoholic beverages</p>	<p>Alcoholic beverages</p> <p>Costs of entertainment, hospitality and gifts are not eligible unless it's for networking purposes and other research related meetings. e.g. with partners, collaborators and most of the attendees are external stakeholders</p> <p>Regular interactions with colleagues from the institution and lab personnel meetings are not eligible</p> <p>Retreats with lab staff</p> <p>Staff awards and/or recognition</p>	<p>Detailed purpose of the event and relation to funded research</p> <p>Date(s) of the event</p> <p>Number of participants and names/affiliation e.g. Professor J. Smith – U of Toronto</p> <p>Detailed original receipts</p> <p>Approval of grant holder and the Dean, Chair, Director, Principal, or Chief Librarian</p>

## Computer and Electronic Communications

Eligible Expenses	Ineligible Expenses	Supporting Evidence Requirements
<p>Computers, tablets, iPads, cameras, modems, drop box charges and other emerging technology and hardware and/or specialized software required for the research not normally provided by the institution, and with adequate justification of the research purpose</p> <p>Cellular phones, iPhones, smartphone, or other electronic devices when they are necessary for research purposes (e.g. data collection), and/or for personal safety reasons, with adequate justification of the research purpose</p> <p>Monthly plan fees for a basic plan for electronic devices, cell phones, etc. when being used for the research purposes (e.g. data collection), and/or for personal safety reasons only.</p>	<p>Standard monthly connection or rental costs of telephones</p> <p>Connection or installation of</p>	<p>Connecti c the ( us)p(,)2(de)2( CS0 i( us)p)-3(,c)4( )TJ -0.002 Tw .1cat,112 Tw 0.71 (</p>

## Travel and Subsistence





## Research Participant Fees

Eligible Expenses	Incls1(x-2((e))e el)ese-
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## Sabbatical and Leave Periods

Eligible Expenses	Ineligible Expenses	Supporting Evidence Requirements
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## Relocation of a Grantee to an eligible Canadian Institution

When a grantee moves from one eligible Canadian institution to another, the Agencies will consider a request to transfer a research grant(s) held by the grantee provided that the grantee has obtained an eligible position at the new institution. Should the request be approved, the research grant(s) held at the former institution will be transferred to the new institution and consequently all corresponding grant account(s) will be closed at the former institution.

Informaon.



## Research Accounting – Post Awards Administration

Website: <http://www.yorku.ca/finance/services/researchaccounting.htm>

Location: Keele Campus  
4747 Keele Street, Suite 1

Main Line: 416-736-2100 ext. 20232

Contact: Angela Zeno  
Manager, Research Accounting

Email: [azeno@yorku.ca](mailto:azeno@yorku.ca) or [resacct@yorku.ca](mailto:resacct@yorku.ca)

Telephone: 416-736-2100 ext 55668

## Office of Research Services – Grant Applications & Contracts

Website: <http://www.yorku.ca/research/support/index.html>

Contact: David Phipps  
Executive Director, Research & Innovation Services

Email: [dhipps@yorku.ca](mailto:dhipps@yorku.ca)

Telephone: 416-736-2100 ext. 55813

