

Grant Award Management - Reference Sheet

You have been entrusted with the oversight of a research grant funded by public/private funds and we hope to help you manage those funds in the best ways possible.

This fact sheet was created to explain common grant management terms and processes that ensure:

1. Compliance with the regulations of the research sponsor;
2. Proper management of research grant funds;
3. Accountability to the funding agencies and other University stakeholders; and
4. Effective conduct of research activities in accordance with the highest standards of professionalism, safety and ethics.

Compliance Conditions: The funding agency may require that certain conditions be fulfilled before the research funding can be released as well as be kept up to date on an annual basis in order for future installments to be released. These conditions pertain to:

- Human Research Ethics (HREC)
- Animal Research Ethics (AREC)
- Controlled Goods
- Hazardous Materials
- Biological/Bio-hazardous Materials
- Lasers and Imaging
- Permits/Licenses

Grant Start /End dates: The official beginning and end of the award, only expenses within that period will be eligible for reimbursement.

Eligible Expenses: Each agency provides guidelines on what are considered eligible expenses. Certain expenses may require that additional information be provided, for example, ipads, iphones, etc.

Indirect Costs: Also called Overhead, F&A (Fringe & Administration). 15% to 27% of the awarded amount, if eligible (agency determination), will be deducted from the awarded amount.

Budget Changes: Once you start the project, you will need to adhere to the proposed budget. While there is some flexibility for certain grants any budget change above 20% in a category will require the agency/program officer's approval before the spending occurs. Please check where this applies with the Office of Research (OOR).

Grace Year/Automatic Extensions; certain agencies (NSERC & SSHRC and depending on the program) allow for a grace year or automatic extension of one year that does not need to be requested by the researcher to complete the spending on the project.

Extension Requests: If you believe it is necessary to extend your grant, you must submit a written request to the OOR detailing the reason(s) for the request, the amount of unspent funds remaining, how the funds will be used and how much additional time is required to complete the project.

Equipment: Any research equipment purchased on a research grant is not to be considered as personal property. As per the agencies guidelines, equipment purchased for the use of the researcher belongs to the University. Once the project has been completed, it should be made available to other researchers and students for research as appropriate.

Maternity/Parental/ Other Leaves: Researchers may request extensions on their grants for an extended leave. Please note that you will need to provide a written request and the University will also have to provide confirmation of your leave in order for the agency to consider your request.

Grant Deferrals: The funding agency may contact you on an annual basis if you have not spent 75% or more of your grant installment. They may require you to provide a justification of need for your next installment. If sufficient justification is not provided they will push your next installment by a year.

Mid-Term Reports: In some cases, the funding agency/program may require you and your partners to submit mid-term reports in order for the next installment of the funds to be released. If the report is not submitted on time, this may delay the release of future funds.

Final Research Reports: These are required for all grants. If a final report is not submitted to the funding agency, they may levy financial sanctions against you and you will not be eligible to submit any applications to the granting agency until the condition is lifted.

For specific questions about your research grants please contact:

Nancy Lulic ext. 4888	Ann-Marie Giglione ext. 8047	Amanda Specht ext. 4886	Andrea Rodney ext. 4887
Research Grants Assistant Nancy.Lulic@concordia.ca	Research Grants Officer Ann-Marie.Giglione@concordia.ca	Coordinator, Research Grants Amanda.Specht@concordia.ca	Manager, Research Grants Andrea.Rodney@concordia.ca
Basic grant questions (start and end dates, grace year period, agency reference numbers, deadline dates) and copies of award notices	Receiving funds transferred from other institutions Extension and deferral requests to external granting agencies.	How to transfer funds from other institutions and transferring funds to partner universities. Extension and deferral requests to external granting agencies.	Questions and extensions to internal OVRPGS programs Questions about Indirect Costs.

Account/Fund Information

The Notice of Award activates the opening of a research account. Once Research Funds has opened the account they will send you an email confirmation with the banner fund/account number.

For all inquiries regarding **the Account/Banner Fund number, checking your account balances, obtaining a statement of account or expenses to be reimbursed** contact **Research Funds directly:**

RESEARCH FUNDS

Regan Toews, Assistant Director ext.4924
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