

# Memo

To: All Concordia Researchers

cc: Faculty Financial Officers, Associate Deans of Research, Assoc VP Fin & Controller, Chief Financial Officer, Director VPRII Sector, VP Research, Innovation and Impact, Faculty Deans, Associate Vice President Research, Strategic Institutional Initiatives, Deputy Provost and Vice-Provost, Faculty Development and Inclusion.

From: Angela Luciano, Director Research and Restricted Financial Management (RRFM)

Date: February 20, 2025

Re: **Research Year End Update**

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The following pages summarize the timelines and activities necessary to ensure the close of the March 31st, 2025, research year end.

As the annual fiscal year for the major research funding agencies (Tri Agency/FRQ) is nearing please verify your research grants activity in the Researcher dashboard to ensure your transactions are processed correctly.

## **March 31st journals entries (Expense transfers between grants):**

Journals must be completed and received by **April 4th** to be included in the March 31, 2024 financial reports.

## **New grant (account) openings: GRANTS WITH AN APRIL 1ST START DATE:**

NSERC    SSHRC    CIHR    FQRNT    FQRSC

New grants require presentation of an **approved compliance condition (HREC, AREC, Biohazards, etc., if applicable)**, to be presented to the Office of Research (OOR).

Once the Office of Research (OOR) is satisfied that all compliance requirements are met, a **Notice of Award** will be issued by OOR to RRFM.

On average a new grant number will be opened within 3-5 business days.

## **2025-2026 April 1<sup>st</sup> installments:**

The Tri Agencies, (NSERC, SSHRC, CIHR) and FRQ(FQRSC/FQRNT/FRSQ) 2025-2026 installments approved for release will be reflected in your grant no later than April 30th.

Spending can continue while the installments are being set up in your accounts. Your expenses will not be rejected or blocked while the installments are being finalized.

**Reminder: In the summer of 2024, the Unity system turned on the functionality of fund balance availability check(FBAC). Many grants have had this functionality added throughout the year. In summer 2025, all research grants will have the functionality of FBAC. The functionality blocks a non salary transaction from being charged if there aren't sufficient funds to cover the transaction.**

## **Financial Reports production:**

RRFM will begin to prepare reports in May. We will begin with the inter-university reports due to other institutions (Tri Agency and FRQ grants).

You will receive a request to review your annual financial statements mainly from one of the four faculties email inboxes below:

Arts and Science:

fas.rrfm@concordia.ca

Gina Cody School of Business:

gcs.rrfm@concordia.ca

Faculty of Fine Arts:

fofa.rrfm@concordia.ca

John Molson School of Business:

jmsb.rrfm@concordia.ca

### **Financial Statement Deadlines**

### **Inter University**

### **Concordia is lead investigator**

#### **Sponsor/Agency**

**Tri-Agency (NSERC,  
SSHRC, CIHR, CRC)**

**June 30,2025**

**September 30,2025**

**FRQ (FQRSC, FQRNT,  
FRSQ)**

**June 15<sup>th</sup>, 2025,**

**June 30,2025 \***

*\*Subject to change*

For any questions, please feel free to reach out to me or a member of the RRFM team:

Angela Luciano, Director RRFM:

angela.luciano@concordia.ca

Rosa Verdecampo, Manager RRFM :

rosa.verdecampo@concordia.ca

Naseem Khan, Financial data quality, Comp. & processes RRFM:

naseem.khan@concordia.ca

Account opening:

accountopening@concordia.ca

Research compliance:

researchcompliance@concordia.ca

*General inquiries (journal requests, trx. detail inquiry, balances, reports) by Faculty:*

Arts and Science:

fas.rrfm@concordia.ca

Gina Cody School of Business:

gcs.rrfm@concordia.ca

Faculty of Fine Arts:

fofa.rrfm@concordia.ca

John Molson School of Business:

jmsb.rrfm@concordia.ca

For an in person meeting with a member of the RRFM team , you can make an appointment every Wednesday at the link below. We are located in EV 2.314

[https://outlook.office.com/book/ResearchRestrictedFinancialManagementBooking@liveconcordia.onmicrosoft.com/?ae=true&login\\_hint](https://outlook.office.com/book/ResearchRestrictedFinancialManagementBooking@liveconcordia.onmicrosoft.com/?ae=true&login_hint)

Thank you,  
Angela Luciano

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