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Overview

University of Toronto Office of the Vice President, Research Funded Research Digest				
1 Principal Investigator: Surname, First Name	2 UTRS Application: 172470	3 Funded Research No.: 72052724	4 Page: 1	
5 Department: DEPT of Pharmacology	6 Fund No.: 123456	7 Type of Agreement: Multipurpose Grant		
8 Sponsor: 300373- CIHR Grant	9 Sponsor's Reference: CIHR - 123	10 Fund Period: October 01, 2016 to September 30, 2019		
11 PI Fund Center 123456	12 Department Fund Center 100525 – Dept of Pharmacology	13 Grant Period: October 01, 2016 to September 30, 2019		
14 Location of Research: St. George Campus	15 Fiscal Year Apr - Mar	16 Internal Order:	17 Cost Center 12345	
18 Short Title of Research: Sample FReD Display with due dates and deliverables				
19 BUDGET				
	<u>Oct 2016</u>	<u>Apr 2017</u>	<u>Apr 2018</u>	<u>Apr 2019</u>
Total Expense	125,675.00	175,000.00	200,000.00	125,000.00
Notes on Budget Budget transfers on payroll allowed				
20 Carry-Forward Rule Within the grant period, unspent funds will be carried out to the next fiscal year. The Principal Investigator will have an additional two years beyond the grant end date to spend any unspent funds.				
21 TERMS AND CONDITIONS				
Sponsor's Representative Mary Linseman, Deputy Director Programs Branch NSERC, Ottawa, Ontario K1A 0W9				
Method of Payment Payments are made to the University on an annual basis.				
Central Financial Report The University shall submit annual financial reports at 31 March and a final report at termination.				
Research Reports Five year grants are subject to a mid-term review during the third year of support. Grantees are asked to submit Form MRC 44 describing progress made and publications issued since commencement of the grant.				
Reference Documents All other terms and conditions are as stated in the 1995-96 Grants and Awards Guide.				
Other Terms Notification of award dated July 6, 2016				
22 PLEASE NOTE: Research involving human subjects, vertebrate animals or biohazardous materials may not be undertaken without prior written approval of the appropriate University Review Committee. Other questions related to this Funded Research Digest should be referred to Tammy Chan at 978-7146 or by E-Mail tammy.chan@utoronto.ca				
23 Distribution: Principal Investigator Chair/Director Dean/Principal Business Officer		24 FReD Release Date: August 15, 2016 Type: Original Authorized by: Grants Officer's Name Accountant: Research Accountant's Name		

Parts of a FReD

Ref	Field / Section	Description	Source
1	Researcher	The name of the U of T employee or position (e.g., Chair) who is the primary researcher on the application.	HRIS
2	UTRS Application	Application Number assigned on entry into RIS.	RIS
3	Funded Research No.	Number assigned on creation of Funded Research Digest.	RIS
4	Page	Current page number.	
5	Department	Department credited with award in RIS reports.	HRIS
6	Fund #	Fund # assigned in FIS.	FIS
7	Type of Agreement	Defines purpose and specifies if grant, contract, donation, etc.	RIS
8	Sponsor	The agency who will fund the research.	RIS
9	Sponsor's Reference	Number assigned by the Sponsor for application/award.	RIS
10	Fund Period	Award start and end dates, plus any grace period allowed by Sponsor. Includes the entire history of the award -- the original award plus any renewals	RIS
11	PI Fund Center	Fund Center corresponding to the primary researcher.	FIS
12	Department Fund Center	Fund Center number and description for the department where fund is held.	FIS
13	Grant Period	Award start and end dates, usually defined by Sponsor. Refers to only the award period of that application, i.e., ignores originals or renewals, or any grace period.	RIS
14	Location of Research	Building and/or institution and/or country where research is conducted.	RIS
15	Fiscal Year	Sponsor's grant year, e.g. MRC's grant year is April - March	RIS

Ref	Field / Section	Description	Source
16	Internal Order	Box where end-user can manually enter the internal order number if applicable.	
17	Cost Center	Box where end-user can manually enter the cost center number. A FReD has either an internal order number or a cost centre number, but not both.	
18	Short Title of Research	The title of the research project.	RIS
19	BUDGET	Displays the spending limits approved by the Sponsor for the various categories of expenditures (commitment items) and at the various times when the amounts become available. When co-investigators have direct access to portions of the budget, this is broken down further by fund center.	FIS
20	Notes on Budget	Text in budget box may contain notes on budget, budget transfer rule, carry-forward rule, extension request deadline, sub-grant details and lists of eligible/ineligible expenses.	RIS
21	TERMS AND CONDITIONS	Contains relevant information under the following possible headings: sponsor's representative, method of payment, central financial report, divisional financial report, researcher's report, external audit, intellectual property, publications, copyright, invention, reference documents, overhead distribution, ownership of equipment, and other terms, as applicable and as defined by the Sponsor and the University.	RIS
22	Please Note	Contains a statement on ethical reviews and contact information for the grants officer responsible for the award file.	RIS/HRIS
23	Distribution	Distribution list of the FReD.	
24	FReD Release Information	Date FReD is issued, type of FReD (original, interim, revision1, etc.), name of the grants officer who authorized the release of the FReD, and the assigned Research Accountant	RIS

Assumptions

1. Only one researcher can be Principal Investigator.
2. The Principal Investigator holds his/her major appointment in the Department specified. This will be true unless the Principal Investigator specified that the grant was to be administered through another Department.
3. The Grant start date may differ from the fund start date in cases of grant renewals.
4. The Grant end date does not include any spending grace period allowed by the Sponsor. However, this grace period is included in the fund end date displayed on the FReD.
5. The budget on the FReD is the same as in the FIS report for “Funding: FC or Fund” when viewed at the relevant period level.

Path to Reach FReD

RIS >> Funded Research >> Display >>

Calendar

Introduction / Purpose

In September 2016 a new section, **Due Dates and Deliverables** (also known as the “**FReD Calendar**”) has been added to the FReD. It provides a listing of deliverables and their associated due dates for the project, e.g. financial reports, invoices, progress reports, etc. With this information recorded in the system, we will be able to automate and monitor billing and sub-granting processes, improving their timeliness and accuracy.

In addition to the time-savings we anticipate from the eventual automation of some accounting and sub-granting tasks, our aim is to reduce the risk of non-payment due to an inability to adhere to scheduled deliverables.

For now, **only the RIS version** of the FReD will display this information; the FReD Calendar will not yet be available on the web version, i.e. via My Research On Line (MROL).

Please be reminded that **all financial reporting and invoicing to sponsors** is performed by the Research Accounting and Audit Office within the Division of the Vice-President Research and Innovation.

Sample FReD with Due Dates and Deliverables

The following is a sample standard FReD, with the usual header in the upper section. The new section appears in the red box.

University of Toronto Office of the Vice President, Research Funded Research Digest			
Principal Investigator: Downie, Gerd	UTRS Application: 172470	Funded Research No.: 72052724	Page: 3
Department: DEPT OF PHARMACOLOGY	Fund No.: 457948	Type of Agreement: Operating Grant	
Sponsor: 300373 CIHR - Grant	Sponsor's Reference: CIHR123	Fund Period: April 1, 2005 to March 31, 2023	
PI Fund Center: 201695	Department Fund Center: 100525 - Dept of Pharmacology	Grant Period: April 1, 2017 to March 31, 2022	
Location of Research: St. George Campus;	Fiscal Year: Apr-Mar	Internal Order:	Cost Center: 11733
Short Title of Research: Sample FReD: Due Dates and Deliverables			

DUE DATES AND DELIVERABLES A			
Payment Method (This is how the University will receive revenue from the sponsor.) B			
C Total Approved:	140,000.00	D Currency:	CAD
E Hold back:	0%	F Total in-kind contribution from sponsor:	0.00
G Fixed Instalments			
The sponsor will send fixed instalments (no invoicing required):			
H	I	J	
Payment Type	Amount	Expected	Due Date
Interim	28,000.00		Apr 1, 2017
Interim	28,000.00		Apr 1, 2018
Interim	28,000.00		Apr 1, 2019
Interim	28,000.00		Apr 1, 2020
Final	28,000.00		Apr 1, 2021
K Deliverables			
L Financial Reporting (Reports will be submitted by VPRI RESEARCH ACCOUNTING to the sponsor.)			
Report Type M	Period	Scope	Start N Period Scope End O Due Date P
Interim	Apr 1, 2017		Mar 31, 2018 June 30, 2018
Interim	Apr 1, 2018		Mar 31, 2019 June 30, 2019
Interim	Apr 1, 2019		Mar 31, 2020 June 30, 2020
Interim	Apr 1, 2020		Mar 31, 2021 June 30, 2021
Interim	Apr 1, 2021		Mar 31, 2022 June 30, 2022
Final	Apr 1, 2022		Mar 31, 2023 June 30, 2023

Ref	Field / Section	Description
A	Due Dates and Deliverables	The Due Dates and Deliverables section has been added to the last page of the FReD.
B	Payment Method	The Payment Method section describes how the Sponsor will pay UofT, when the payment or invoice is expected or due, and across what period the sponsor payment applies.
C	Total Approved	Total amount expected from the sponsor, as indicated on the sponsor agreement (in payment's currency).
D	Currency	Currency of payment to be received from the sponsor.
E	Hold Back	Percentage of the total award that will remain unpaid by the sponsor until a condition or instance required by the sponsor has occurred.
F	Total In-Kind Contribution from the Sponsor	Canadian dollar value of in-kind matching that meets ALL of the following criteria: <ul style="list-style-type: none"> • Non-cash but has financial value • Contribution from an external institution or industry partner • Required by sponsor to be included on the financial report
G	Applicable Payment Method(s)	The applicable payment method(s) will display with their related schedule. On the sample FReD, above, the payment method is "Fixed Instalment" (sponsor will send fixed instalments, no invoicing required). The associated schedule (calendar) for the Fixed Instalment payment method includes fields H, I and J.
H	Payment Type	Classification of payment activity and includes the following types: <ul style="list-style-type: none"> • Interim: interval payments to be made by the sponsor • Final: the last payment to be made by the sponsor • Final/Holdback: the last payment to be made by the sponsor and represents the amount held back • Off Cycle: payment to be made by the sponsor between a regular interval There are seven possible Payment Methods detailed in the section below .
I	Amount Expected	Amount expected (in original currency).
J	Due Date	Date the sponsor payment is due at UofT.

Ref	Field / Section	Description
K	Deliverables	<p>The Deliverables section includes reports, activities, milestones, and/or tasks required by the sponsor. Depending on the payment method, the deliverable may be tied to a payment.</p> <p>The standard deliverables are described in field L below.</p>
L	Standard Deliverables	<p>Financial Reporting: Research financial report prepared by the VPRI Research Accounting and Audit office and submitted to the sponsor.</p> <p>Audit: Audit to be conducted by the sponsor’s auditors and coordinated by the VPRI Research Accounting and Audit office.</p> <p>Progress Report: Progress reports to be prepared and submitted by the PI as per sponsor requirements.</p> <p>Other non-standard sponsor-specific or research project-specific deliverables/milestones may also appear in this section, e.g. Scientific Report.</p> <p>The following note will appear above the schedule if the deliverable is tied to the payment:</p> <p style="padding-left: 40px;">This deliverable is tied to the payment.</p> <p>A schedule will display for each required deliverable, containing the following fields M, N, O and P.</p>
M	Report Type	<p>Classification of reporting activity and includes the following types:</p> <ul style="list-style-type: none"> • Interim: interval reports required by the sponsor • Final: the last report required by the sponsor • Final/Holdback: the last report required by the sponsor and represents, in part or in full, amount held back by the sponsor • Off Cycle: report required by the sponsor between a regular interval
N	Period Scope Start	The first day of the period to be covered by this report type
O	Period Scope End	The last day of the period to be covered by this report type
P	Due Date	Indicates when the deliverable is due at the sponsor

Please contact ris.help@utoronto.ca if you have any questions about this or any other section of the Funded Research Digest (FRd).

Payment Methods

Click on the payment method name to go to the corresponding example.

Field	Description
Fixed Instalment	Sponsor has pre-defined payment schedule and instalment amounts
Fixed Instalment, with Deliverable(s)	Sponsor has pre-defined payment schedule and instalment amounts, <i>and</i> requires submission of document(s) and/or completion of task(s) (see deliverables section K above for required tasks).
Invoiced – Fixed	Sponsor has pre-defined payment schedule and instalment amounts, and payment will be prompted by the submission of an invoice by by VPRI Research Accounting and Audit office.
Invoiced – Fixed, with Deliverables	Sponsor has pre-defined payment schedule and instalment amounts, and payment will be prompted by the submission of an invoice by VPRI Research Accounting and Audit office, and requires submission of document(s) and/or completion of task(s) (see deliverables section K above for required tasks).
Invoiced – Cost Recovery	Sponsor’s payment will be prompted by the submission of an invoice by VPRI Research Accounting and Audit office on a defined schedule, and the invoice amount will be based on actual expenses incurred during a defined period.
Invoiced – Cost Recovery, with Deliverables	Sponsor’s payment will be prompted by the submission of an invoice by VPRI Research Accounting and Audit office on a defined schedule, and the invoice amount will be based on actual expenses incurred during a defined period, <i>and</i> requires submission of document(s) and/or completion of task(s) (see deliverables section K above for required tasks).
Deliverables Only	Sponsor’s payment will be prompted only by submission of document(s) and/or completion a task(s).

Sample Schedule Layouts for Payment Methods

The payment method section on the FRd provides information on how the sponsor will pay the University, when the payment or invoice is due, and across what period the sponsor payment applies.

The following samples show the detailed schedule layouts for each type of payment method.

Fixed Instalments

DUE DATES AND DELIVERABLES				
Payment Method (This is how the University will receive revenue from the sponsor.)				
Total Approved:	250,000.00	Currency:	CAD	
Hold back:	0%	Total in-kind contribution from sponsor:	0.00	
Fixed Instalments				
The sponsor will send fixed instalments (no invoicing required):				
A	B	C		
Payment Type	Amount Expected	Due Date		
Interim	62,500.00	Apr 1, 2015		
Interim	62,500.00	Oct 1, 2015		
Interim	62,500.00	Apr 1, 2016		
Final	62,500.00	Oct 1, 2016		

Ref	Field	Description
A	Payment Type	Classification of payment activity and includes the following types: <ul style="list-style-type: none"> • Interim: interval payments to be made by the sponsor • Final: the last payment to be made by the sponsor • Final/Holdback: the last payment to be made by the sponsor and represents the amount held back • Off Cycle: payment to be made by the sponsor between a regular interval
B	Amount Expected	Amount to appear on invoice (in currency as on agreement)
C	Due Date	Date the sponsor payment is due at the University

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Fixed Installments with Deliverables

DUE DATES AND DELIVERABLES			
Payment Method (This is how the University will receive revenue from the sponsor.)			
Total Approved:	250,000.00	Currency:	CAD
Hold back:	0%	Total in-kind contribution from sponsor:	0.00
Fixed Instalments with Deliverables			
The sponsor will send fixed instalments (no invoicing required):			
D Deliverables are tied to payment (see below).			
	A	B	C
Payment Type	Amount Expected	Due Date	
Interim	62,500.00	Apr 1, 2017	
Interim	62,500.00	Oct 1, 2017	
Interim	62,500.00	Apr 1, 2018	
Final	62,500.00	Oct 1, 2018	

Ref	Field	Description
A	Payment Type	Classification of payment activity and includes the following types: <ul style="list-style-type: none"> • Interim: interval payments to be made by the sponsor • Final: the last payment to be made by the sponsor • Final/Holdback: the last payment to be made by the sponsor and represents the amount held back • Off Cycle: payment to be made by the sponsor between a regular interval
B	Amount Expected	Amount to appear on invoice (in currency as on agreement)
C	Due Date	Date the sponsor payment is due at the University
D	Deliverables are tied to payment - note	Indicates that there is at least one deliverable that must be completed or submitted to the sponsor in order to receive the payment. See the Deliverables section (next section on FReD).

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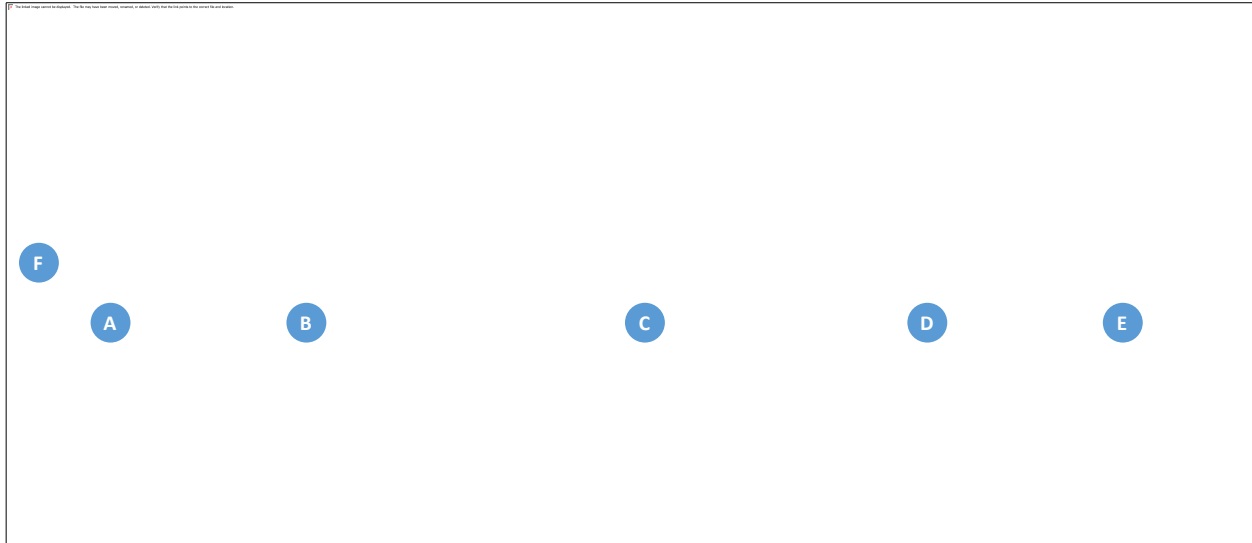
Invoiced – Fixed

DUE DATES AND DELIVERABLES									
Payment Method (This is how the University will receive revenue from the sponsor.)									
Total Approved:	250,000.00			Currency: CAD					
Hold back:	0%			Total in-kind contribution from sponsor: 0.00					
Invoiced - fixed									
VPRI RESEARCH ACCOUNTING will send an invoice to the sponsor for a fixed amount:									
	A		B		C		D		E
Payment Type		Invoice Amount		Period Scope Start		Period Scope End		Due Date	
Interim		62,500.00		Apr 1, 2017		Sept 30, 2017		Oct 31, 2017	
Interim		62,500.00		Oct 1, 2017		Mar 31, 2018		Apr 30, 2018	
Interim		62,500.00		Apr 1, 2018		Sept 30, 2018		Oct 31, 2018	
Final		62,500.00		Oct 1, 2018		Mar 31, 2019		Apr 30, 2019	

Ref	Field	Description
A	Payment Type	Classification of payment activity and includes the following types: <ul style="list-style-type: none"> • Interim: interval payments to be made by the sponsor • Final: the last payment to be made by the sponsor • Final/Holdback: the last payment to be made by the sponsor and represents the amount held back • Off Cycle: payment to be made by the sponsor between a regular interval
B	Invoice Amount	Amount to appear on invoice (in currency as on agreement)
C	Period Scope Start	First day in date range for incurring expenses covered by this invoice
D	Period Scope End	Last day in date range for incurring expenses covered by this invoice
E	Due Date	Date the invoice is due at the sponsor (submitted by the VPRI Research Accounting and Audit office)

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Invoiced – Fixed with Deliverables



Ref	Field	Description
A	Payment Type	Classification of payment activity and includes the following types: <ul style="list-style-type: none"> • Interim: interval payments to be made by the sponsor • Final: the last payment to be made by the sponsor • Final/Holdback: the last payment to be made by the sponsor and represents the amount held back • Off Cycle: payment to be made by the sponsor between a regular interval
B	Invoice Amount	Amount to appear on invoice (in currency as on agreement)
C	Period Scope Start	First day in date range for incurring expenses covered by this invoice
D	Period Scope End	Last day in date range for incurring expenses covered by this invoice
E	Due Date	Date the invoice is due at the sponsor (submitted by the VPRI Research Accounting and Audit office)
F	Deliverables are tied to payment - note	Indicates that there is at least one deliverable that must be completed or submitted to the sponsor in order to receive the payment. See the Deliverables section (next section on FReD).

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Invoiced – Cost Recovery

DUE DATES AND DELIVERABLES			
Payment Method (This is how the University will receive revenue from the sponsor.)			
Total Approved:	250,000.00	Currency:	CAD
Hold back:	0%	Total in-kind contribution from sponsor:	0.00
Invoiced - Cost Recovery			
VPRI RESEARCH ACCOUNTING will send an invoice to the sponsor for expenses for a set period:			
A	B	C	D
Payment Type	Period Scope Start	Period Scope End	Due Date
Interim	Apr 1, 2017	Sept 30, 2017	Oct 31, 2017
Interim	Oct 1, 2017	Mar 31, 2018	Apr 30, 2018
Interim	Apr 1, 2018	Sept 30, 2018	Oct 31, 2018
Final	Oct 1, 2018	Mar 31, 2019	Apr 30, 2019

Ref	Field	Description
A	Payment Type	Classification of payment activity and includes the following types: <ul style="list-style-type: none"> • Interim: interval payments to be made by the sponsor • Final: the last payment to be made by the sponsor • Final/Holdback: the last payment to be made by the sponsor and represents the amount held back • Off Cycle: payment to be made by the sponsor between a regular interval
B	Period Scope Start	First day in date range of expense postings covered by this invoice
C	Period Scope End	Last day in date range of expense postings covered by this invoice
D	Due Date	Date the invoice is due at the sponsor (submitted by the VPRI Research Accounting and Audit office)

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Invoiced – Cost Recovery with Deliverables

DUE DATES AND DELIVERABLES	
Payment Method (This is how the University will receive revenue from the sponsor.)	
Total Approved:	250,000.00
Hold back:	0%
Currency:	CAD
Total in-kind contribution from sponsor:	0.00
Invoiced - Cost Recovery with Deliverables	
VPRI RESEARCH ACCOUNTING will send an invoice to the sponsor for expenses for a set period:	
E Deliverables are tied to payment (see below).	
A	B
C	D
Payment Type	Period Scope Start
Interim	Apr 1, 2017
Interim	Oct 1, 2017
Interim	Apr 1, 2018
Final	Oct 1, 2018
Period Scope End	Due Date
Sept 30, 2017	Oct 31, 2017
Mar 31, 2018	Apr 30, 2018
Sept 30, 2018	Oct 31, 2018
Mar 31, 2019	Apr 30, 2019

Ref	Field	Description
A	Payment Type	Classification of payment activity and includes the following types: <ul style="list-style-type: none"> • Interim: interval payments to be made by the sponsor • Final: the last payment to be made by the sponsor • Final/Holdback: the last payment to be made by the sponsor and represents the amount held back • Off Cycle: payment to be made by the sponsor between a regular interval
B	Period Scope Start	First day in date range of expense postings covered by this invoice
C	Period Scope End	Last day in date range of expense postings covered by this invoice
D	Due Date	Date the invoice is due at the sponsor (submitted by the VPRI Research Accounting and Audit office)
E	Deliverables are tied to payment - note	Indicates that there is at least one deliverable that must be completed or submitted to the sponsor in order to receive the payment. See the Deliverables section (next section on FReD).

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Deliverables Only

DUE DATES AND DELIVERABLES			
Payment Method (This is how the University will receive revenue from the sponsor.)			
Total Approved:	250,000.00	Currency:	CAD
Hold back:	0%	Total in-kind contribution from sponsor:	0.00
Deliverables only			
The payment will be based solely on deliverables (see below).			

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