

Workshop on Applying the Principles in the Tri-Agency Guide on Financial Administration



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**DIVISION OF THE VICE-PRESIDENT,
RESEARCH & INNOVATION**

Learning Objectives

By the end of this session, you should be able to:

- Apply the principles and directives of the new Tri-Agency Guide on Financial Administration to common expense eligibility scenarios.
- Interpret U of T policies and guidelines alongside the new Guide.

Activity Instructions

- Nominate a “team leader” for your group.
 - **Note:** Your team leader will need a smart phone or tablet connected to the internet to access the online poll.
- For each scenario, you will have 5 – 10 minutes to discuss the scenario with your group members.
- Each group will be able to vote in the online poll (only one answer per group please!)
- We will take up each scenario together.

Scenario 1

- Professor Jean-Luc Picard is planning to recruit potential study participants as part of a French language study funded by his Tri-Agency grant.
- Prof. Picard has all of his Research Ethics Board (REB) protocol approvals in place and the next step is to translate the study recruitment documents from English to French.
- He uses his own company (Number One Translations Inc.) to translate the documents and submits invoices for processing.

Scenario 1

Can Professor Picard charge these expenses to his Tri-Agency grant?

- A. Yes
- B. No
- C. It's complicated...

Scenario 2

- Professor Kira Nerys throws a staff appreciation party to recognize the dedicated work that her laboratory team has put towards her Agency-funded research project. The expense claim lists the following items:
 - 2 large pizzas from Panago
 - 1 box of donuts from Krispy Kreme
 - 1 bottle of Coca Cola Classic from Longo's
 - 1 bottle of sparkling wine from the LCBO

Scenario 2

Which of these items can Prof. Nerys charge to her Tri-Agency grant?

- A. Pizza
- B. Donuts
- C. Coca Cola
- D. Sparkling wine
- E. Pizza, donuts, and Coca Cola
- F. None of the above

Scenario 3

- Professor Worf wants to pay his department administrator a \$2,000 one-time-only (OTO) payment for the work the administrator does for him.
- Prof. Worf explains that he does not have a project manager and the cost was included in his Tri-Agency grant budget.
- He is setting up conferences and workshops from abroad and therefore requires a lot of time and effort from his department administrator to ensure the money is transferred to various suppliers, arrange airfare, hotels, etc.
- This work is believed to be above and beyond the duties of the administrator.

Scenario 3

Is the stipend an eligible expense on Prof. Worf's Tri-Agency grant?

- A. Yes
- B. No
- C. Well, here's the thing...

Scenario 4

- Professor Kathryn Janeway is the pre-eminent leader in the field of interdimensional law. She is planning to fly to Edmonton for the 18th National Symposium on Hyperspace Infrastructure-Related Expropriation to give a presentation related to her ground-breaking work as part of her Tri-Agency grant.
- As part of her trip, Prof. Janeway is planning a “quick hop” by plane to Vancouver after the conference to visit her family for the weekend and then return to Toronto from Vancouver on a non-stop flight.
- She submits her invoice for the cost of the airfare booked for her entire trip.

Scenario 4

What part of this trip is eligible to be charged to the Tri-Agency grant?

What documentation do you need to process this claim?

- A. Invoice for Tor → Edm → Tor airfare booked
- B. Quote for Tor → Edm → Tor airfare (obtained same day as booking)
- C. Quote for Tor → Edm → Tor airfare (obtained on day of flight)
- D. One-up approval
- E. A and B
- F. A, B, and D
- G. None of the above

Scenario 4 - continued

- Prof. Janeway submits an expense reimbursement form for her travel and attaches all required receipts.
- While processing the claim you notice that the air tickets were booked for business class airfare.
- You shuffle through the documentation and can't find other supporting documents beyond the expense reimbursement form and receipts.
- When you ask Prof. Janeway for more information, she indicates that there were no economy class seats available when she booked the air tickets.

Scenario 4 - continued

Poll: <http://etc.ch/trnZ>

Do you charge the airfare to the Tri-Agency grant?

- A. Yes
- B. No
- C. More information is needed
- D. Only if Prof. Janeway brings me a box of cookies

Scenario 4 - continued

- While on her conference in Edmonton, Prof. Janeway has rented a vehicle for three days to conduct field work in the badlands around Drumheller to look for traces of quantum hyperspace residue as part of her Tri-Agency grant.
- Prof. Janeway has charged the rental to her Corporate Travel and Hospitality Card issued by her department.
- As part of the claim, you notice that collision insurance was also purchased with the rental vehicle.

Scenario 4 - continued

Is the cost of the rental vehicle an allowable expense on her Tri-Agency grant? What about the collision insurance charge?

- A. Vehicle: Yes; Insurance: Yes
- B. Vehicle: Yes; Insurance: No
- C. Vehicle: No; Insurance: Yes
- D. Vehicle: No; Insurance: No
- E. More information is needed

Resources

- **Tri-Agency Website**

<https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/>

- **VPRI Website**

<https://research.utoronto.ca/engaging-research/tri-agency-policies-guidelines/tri-agency-guide-financial-administration-renewal>

- **Guide to Financial Management**

<https://finance.utoronto.ca/policies/gtfm/>

- **Financial Advisory Services and Training (FAST) Team**

<https://finance.utoronto.ca/fast/>

Questions?