ESSENTIAL UPDATES

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Essential Updates: Tri-Agencies

Recent Program launch:

- New Frontiers in Research Fund:
  1. Exploration (first round now closed)
  2. Transition
  3. International
- High Risk, High Reward, Feasibility
- Direct and Indirect Costs
Essential Updates: Tri-Agencies

On the Horizon:

- **Grants Management System**

- **Tri-Agency Financial Administration Guide renewal: Principles-Based Approach**
  - Greater reliance on Institutional policies
  - Relationship to the PI’s research
  - Program Considerations
  - More Details: Donna and Alpi
Tri-Agency Annual Financial Reporting (aka Form 300)
Tri-Agency Reporting Expectations

- CIHR, NSERC, SSHRC, CRC & NCE requires submission of a signed FORM 300 (aka Statement of Account) for every grant for the period ending March 31 of each year.

- Final submission date by the institution – June 30th
University of Toronto’s Reporting Process

• Beginning of April:
  - ROCO electronically generates a SOA (Form 300) for each grant. The forms report financial activity for the period of April 1 – March 31 in any given year.
  - One copy of “Summary” page of Form 300 / SOA and One copy of “Detail” of expenses is generated.
  - Hard copies are mailed to Faculty / Department Finance Officers (if you do not receive yours by April 30, please contact our office).
U of T’s Reporting Process

ROCO requests that the PIs and Financial/Business Officers

- REVIEW for accuracy
- ADJUST if necessary – e.g. deficit balance/need for accrual of expenses (We do not encourage accruals unless it is final year of grant)
- SIGN and PRINT NAME – both MUST sign Form 300
- RETAIN – 1 signed copy of Summary + Detail in the Dept
- RETURN – 1 signed copy of Summary to ROCO for submission to CIHR, NSERC, SSHRC, CRC or NCE

(Please submit to ROCO no later than May 17th 2019)
Renewal of Tri-Agency Post-Award Financial Administration

Progress Update – CARA Ontario
16 November 2017
Award Administration – A Shared Accountability

**Recipients**
- Provide authorization
- Sound management of public funds; best value
- Expense ownership and justification

**Institutions**
- Apply guidelines and policies
- Establish sound controls
- Respond to recipient queries
- Prepare annual reports
- Maintain eligibility status
- Adhere to Institutional Agreement (IA)

**Agencies**
- Release of payments
- Administration guidelines and policies
- Respond to questions/provide support
- Monitoring visits; Review of Form 300’s
- Ensure transfer payment policy is adhered to
- Ensure T&C’s are adhered to
- Determine eligibility status
- Administer and review Institutional Agreement  March 2019
Areas of Focus for Renewal Initiative

- Tri-Agency Financial Administration Guide
- Monitoring Reviews
- Awards Administration
- Responsible Conduct of Research
- Institutional Eligibility
- Performance and Results Management
- Evaluation of Programs

Public Stewardship

March 2019

Division of the Vice-President, Research & Innovation
# Objectives of Renewal

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<tr>
<th>Focus on a client-centric approach</th>
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<td>Reduce burden (Institutions &amp; Recipients)</td>
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<td>Increase automation</td>
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<td>Increase efficiencies</td>
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<td>Enhance clarity of guidance from agencies</td>
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March 2019
Focus Area 1: Tri-Agency Financial Administration Guide

Focusing on a Principle-based approach:

- Streamline and simplify;
- Accountability;
- Balance between control and flexibility;
- Existing institutions policies, processes and controls
New Table of Contents

Part 1: About this Guide
Part 2: General Administration
Part 3: Financial Matters
Part 4: Use of Grant Funds
  4.1 Principles
  4.2 Directives
Part 5: Provisions for Leaves from Grant Activities
Use of Grants Funds

Principles
• Appropriate Use of Agency Grant Funds
• Authority to Use of Grant Funds
• Reporting and Supporting Evidence
• Oversight of the Use of Grant Funds

Guidelines
• Employment and Compensation Expenses
• Goods and Services Expenses
• Travel and Subsistence Expenses
• Hospitality Expenses
• Gifts, Honoraria and Incentives
Training

To ensure continuous support for Recipients and Institutions
To clarify roles and responsibilities

Creation of training material
- Video for Recipients
- Video for Institutions

March 2019
Focus Area 2: Awards Administration

- Improve service standards
- Address areas of debate
  - Direct vs. indirect costs
  - Consider materiality of expenditures
  - Reporting requirements
  - Review Tri-Agency forms
  - Tri-agency standardized form
Focus Area 3: Monitoring Approach

Agencies are suspending their financial monitoring reviews and follow-up exercises until July 2018. The Agencies feel that monitoring based on a Guide that will be substantially changed would not be beneficial to either the Agencies or the administering institutions.

- Increase focus on controls
  - Consideration of materiality & risk
- Risk-based reviews
- Enhanced dialogue with the institutions; increased visibility of agencies

Monitoring Reviews

On Hold Until July 2018
Communication

Tri-Agencies are committed to keeping the administering institution community informed of the progress and impacts of this initiative.

New web page dedicated to the Renewal of the Tri-Agency Financial Administration:

http://www.science.gc.ca/eic/site/063.nsf/eng/h_97415.html
Current Update

• The TriAgencies are currently conducting a pilot study with 10 institutions across Canada representing all types of institutions – eg small, large, centralized structure, decentralized structure, hospitals

• They are working with these institutions to implement the Principle Based Approach specifically addressing current policy gaps – between institutional policy and the Principle Based Approach
Current Update

• Current plans are to roll this approach out to remaining institutions April 1, 2019 at which time each institution will be expected to evaluate their current policies with that of the Principle Based Approach and deal with any discrepancies.

• The TriAgency is working with both CARA & CAUBO to ensure the transition runs as smooth as possible.

• Further details with respect to the implementation of the Principle Based Approach at U of T will be shared once our implementation strategy is developed.