

USE OF GRANT FUNDS	ELIGIBLE ✓	INELIGIBLE ✗	SUPPORTING EVIDENCE REQUIRED ☐
Compensation-Related Expenses	<ul style="list-style-type: none"> ✓ Postdoctoral fellow salaries (as specified) ✓ Trainee stipends (e.g. undergraduate, graduate students, postdoctoral fellows) (as specified) ✓ Consulting fees ✓ Fees paid and gifts for purpose of participant recruitment as approved by REB ✓ Fees paid and gifts to research participants as approved by REB ✓ Subject fees ✓ Subcontract costs ✓ Clerical salaries directly related to dissemination activities ✓ Honoraria for guest speakers ✓ Project coordinator salaries (SSHRC only) 	<ul style="list-style-type: none"> ✗ Salary or consulting fee paid to the grantee ✗ Any form of compensation to co-applicants and collaborators of the grant ✗ Administrative charges and fees ✗ Compensation-related benefits to recipients of stipends ✗ Discretionary severance and separation packages ✗ Payments to practicing clinicians who already receive remuneration for teaching or service work 	<ul style="list-style-type: none"> ☐ Signed records (i.e. offer letters) regarding personnel paid from grant funds, including names, categories, salary levels, affiliation to the grant ☐ Length of time supported in each case ☐ Authorization of grantee required for offer letters, retro adjustments and changes to labour distribution. Delegation of signing authority is not accepted
Travel & Subsistence Expenses	<ul style="list-style-type: none"> ✓ Transportation at <u>most economical</u> rate ✓ Meals and accommodation ✓ Travel cancellation insurance and seat selection ✓ Travel health insurance for those who are not covered by university benefits ✓ Safety-related expenses for field work ✓ Entry visa fee when required for research ✓ Relocation costs for eligible research personnel and their immediate family members (as specified) ✓ Child care expenses 	<ul style="list-style-type: none"> ✗ Commuting costs ✗ Passport and immigration fees ✗ Thesis examination/defense related travel, including external examiner costs ✗ Reimbursement of airfare purchased with travel points 	<ul style="list-style-type: none"> ☐ One claim per trip, per traveler ☐ Claim signed by grantee or delegate ☐ If the traveler is a student or a visiting researcher, the grantee must authorize the claim. Delegation of signing authority is not accepted ☐ If the traveler is a visiting researcher, the grantee <u>and</u> one-up signatures (i.e. Chair, Dean or Department Head) are required ☐ If the traveler is the grantee, one-up signature is required ☐ Affiliation of the traveler to the grant must be included if the traveler is not the grantee ☐ Purpose of trip (how it relates to the research project) ☐ Dates and destinations (person or location visited) ☐ Travel for conference must include prospectus or program, indicating dates of conferences and workshops and/or agenda and ☐ Detailed/itemized receipts including those for online purchases, restaurants, hotels, and car rentals (credit card slips or confirmation of reservation are not valid receipts) ☐ Air travel tickets or etickets

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Disclaimer: If there are any discrepancies between this table and the Tri-Agency Financial Administration Guide, the Tri-Agency Financial Administration Guide supersedes.

For the complete Tri-Agency Financial Administration Guide, please visit:

http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp

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			<input type="checkbox"/> Airfare quotation for itinerary purely related to University business if the airfare includes costs that are not a necessary consequence of travel on behalf of the University. The claimant will be reimbursed the most economical airfare
Sabbatical & Leave Expenses	<ul style="list-style-type: none"> ✓ Vehicle costs for field work ✓ Direct research expenses ✓ Moving costs to relocate research equipment to sabbatical location ✓ Travel costs to attend conferences ✓ One round trip airfare to sabbatical location (NSERC and CIHR only) 	<ul style="list-style-type: none"> ✗ Travel costs of research personnel for supervisory or academic purposes ✗ Travel from sabbatical location for supervisory or academic purposes ✗ Living expenses (subsistence and accommodation costs). 	<ul style="list-style-type: none"> ☐ Adequate justification provided at the time of purchase (how it relates to the research project) if not evident ☐ Original invoices, contracts, receipts ☐ Travel claim and supporting documents for travel ☐ Grantee's travel claims must include one-up signature
Equipment & Supplies	<ul style="list-style-type: none"> ✓ <u>Research equipment and supplies, including:</u> <ul style="list-style-type: none"> - Paper used for laboratory operations (correspondence with clients, printing of results). - Stationery used for data collection, questionnaires, workshops and seminars - supplies <u>necessary</u> for the dissemination of research results, for example: <ul style="list-style-type: none"> ◦ paper and ink cartridges [for printers] for printing different manuscript versions ◦ research-related paper documents, posters and pamphlets distributed to conference, workshop and focus group participants. ✓ Travel costs to manufacturers for major purchases ✓ Transportation costs for purchased equipment, including brokerage and custom charges ✓ Extended warranty for equipment ✓ Brokerage and custom charges to import equipment and supplies ✓ Costs of training staff to use equipment or a specialized facility ✓ Maintenance and operating costs of equipment and vehicles used for research 	<ul style="list-style-type: none"> ✗ <u>Stationery and office supplies, including:</u> <ul style="list-style-type: none"> - office <u>accessories</u> for laboratory employees researchers and students (paper clips, pens, file folders, writing pads, ring binders, day planners, wastebasket) - filing cabinets and hanging files. ✗ Equipment and supplies for teaching ✗ Insurance costs ✗ Construction and renovation costs ✗ Space and facility rentals ✗ Office furniture 	<ul style="list-style-type: none"> ☐ Authorization by grantee or delegate ☐ Adequate justification provided at the time of purchase (explaining how those supplies are <u>essential</u> to the research project and wouldn't otherwise have been provided by the universit) if not evident ☐ Original invoices, contracts, receipts

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Computers & Electronic Communications	<ul style="list-style-type: none"> ✓ Computers, tablets, modems, emerging technology and other hardware and/or specialized software required for research not normally provided by the institution, and with adequate justification establishing the need in relation to the funded research ✓ Cell phones, smartphone or other electronic devices when necessary for research purposes, and/or for personnel safety reasons with adequate justification ✓ Monthly plan fees for electronic devices when being used for research purposes, and/or for personal safety reasons only 	<ul style="list-style-type: none"> ✗ Computers, tablets, modems, emerging technology and other hardware and/or specialized software ✗ Home internet costs ✗ Cell phones, smartphone or other electronic devices ✗ Monthly plans for electronic devices ✗ Monthly phone connection/rental/voice mail ✗ Connection or installation of lines ✗ Library acquisitions 	<ul style="list-style-type: none"> ☐ Authorization by grantee or delegate ☐ Adequate justification provided at the time of purchase (how it relates to the research project) if not evident ☐ Original invoices, contracts, receipts ☐ Pro-rate cost of usage between research-related activities and personal use
Dissemination of Research Results	<ul style="list-style-type: none"> ✓ Costs of developing Web-based information ✓ Costs associated with dissemination of findings ✓ Publication costs ✓ Manuscript preparation costs ✓ Translation costs ✓ Costs related to holding workshops and seminars directly related to the funded research (including meal costs) 		<ul style="list-style-type: none"> ☐ Authorization of grantee or delegate ☐ Original invoices, contracts, receipts
Services & Miscellaneous Expenses	<ul style="list-style-type: none"> ✓ Recruiting costs for research personnel ✓ Safe disposal of waste ✓ Books, periodicals, specialized office supplies, computing equipment and information services not supplied by the institution ✓ Training and/or development in novel techniques necessary for research ✓ Specialized courses with adequate justification ✓ Professional association or scientific society membership necessary for research project ✓ Monthly parking fees for vehicles specifically required for field work and only for month(s) field work was conducted 	<ul style="list-style-type: none"> ✗ Staff awards and recognition ✗ Education-related costs ✗ Professional training or development ✗ Teaching materials ✗ Basic services (i.e. heat, light, water, compressed air, distilled water, vacuums, janitorial services) ✗ Insurance costs ✗ Regulatory compliance costs ✗ Monthly parking fees ✗ Sales taxes to which an exemption or rebate applies 	<ul style="list-style-type: none"> ☐ Authorization of grantee or delegate ☐ Adequate justification provided at the time of purchase (how it relates to the research project) if not evident ☐ For internal sales, documentation describing the cost and if a shared cost, the method of calculating the allocation ☐ For internal store charges, authorization of grantee or delegate, review for eligibility

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		<ul style="list-style-type: none"> ✗ Regular clothing ✗ Patenting expenses ✗ Costs of moving a lab 	
Hospitality Expenses	<ul style="list-style-type: none"> ✓ Hospitality costs for networking purposes in the context of formal courtesy ✓ Hospitality costs in the context of assemblies that contribute to the achievement of research objectives ✓ Non-alcoholic beverages ✓ Meals 	<ul style="list-style-type: none"> ✗ Alcoholic beverages ✗ Entertainment ✗ Gifts 	<ul style="list-style-type: none"> ☐ Authorization of grantee or delegate ☐ Date(s) of event(s) ☐ Number of participants and/or list of names ☐ Purpose of the event (how it relates to the research project) ☐ One-up signature required for hospitality expenses claimed by grantee