

STAR



STRENGTHENING
ADMINISTRATION
OF RESEARCH

2021 Workshop Series

-
- Welcome! Thank you for joining us. The workshop will begin shortly.
 - Please check that you are on mute and your video is off.
 - This workshop will be recorded.
 - Have your case studies nearby

2021 Workshop Series

Tri-Agency Guide on Financial Administration Review – Apply Your Knowledge to Real-World Scenarios

May 13, 2021, 10:00 am – 11:00 am

Donna Walker

Director, Research Financial Reporting & Audit, Research Oversight & Compliance, VPRI

Drew Gyorke

Director, Agency and Foundation Funding, Research Services, VPRI

Peter Schwarz-Lam

Business Process Integration Manager, VPRI

Land Acknowledgement

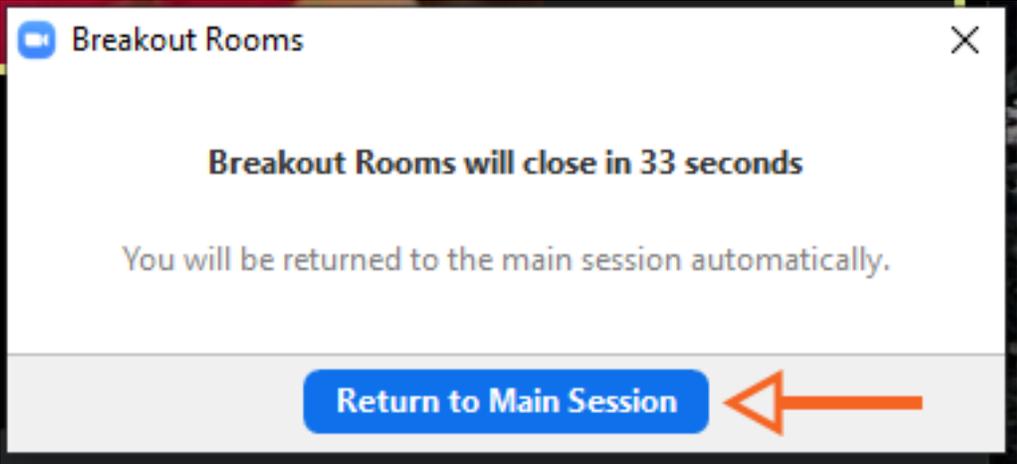
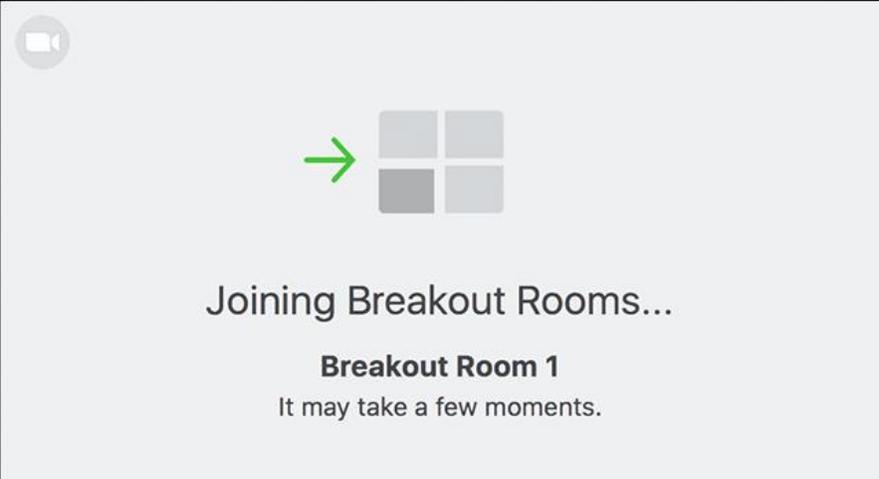
"I (we) wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land."

Access Check

Access is a shared responsibility between everyone in this workshop.

- Is there anything (presenter screen, sound) that may affect your participation in this session?
- For any other general access issues, please use the Zoom chat to send a private chat message to *Alexandra Candib*

Breakout Rooms



Learning Objectives

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

- Apply the TAGFA principles and directives to real-world expense eligibility scenarios
- Understand the intersection between the TAGFA and U of T institutional policies

Instructions



- Today, we will review **three case studies** on expense eligibility
- You will be randomly sorted into breakout rooms to discuss each case study as a group
- For each breakout room, **please nominate a “team leader”** to jot down notes and share the group’s ideas when we reconvene
- **Remember your breakout room number**; e.g. Breakout Room 3

Instructions



- For each case study, think about the following questions:
 - Is the expense an appropriate or inappropriate use of Tri-Agency grant funds? Why or why not?
 - What back-up documentation and/or other information is needed?
- Use the **TAGFA Quick Reference** to help you answer the guiding questions on the worksheet
- We will take up each case study together

...Ready?

Case Study 1

A grant recipient has purchased a specialized imaging device that they have indicated is required for their Tri-Agency-funded research project.

Upon arrival, the imaging device was damaged and needed replacement. The vendor charged the grant recipient a significant restocking fee (\$100) to replace the device and, upon being pressed by the grant recipient, refused to waive the fee in accordance with their returns policy.

The grant recipient asks if they can charge the restocking fee to their Tri-Agency grant.

**You will now be placed into your
breakout rooms**

... and go!

Case Study 1

- Is the restocking fee an appropriate or inappropriate use of Tri-Agency grant funds? Why or why not?
- What back-up documentation and/or other information is needed to be kept on file and for the approver to make a determination?

Case Study 2

A grant recipient has recruited a Postdoctoral Fellow (PDF) from another country to work on their Tri-Agency-funded research project. The PDF will be flying to Toronto and will need to spend 14 days in self-isolation as per Government of Canada directives.

Since the PDF does not yet have an apartment in Toronto, they will need to spend the 14-day self-isolation period in hotel accommodations while looking for an apartment online, including 2 days in a pre-booked, government-authorized hotel while awaiting the results of their COVID-19 test on arrival.

The grant recipient wishes to charge the PDF's relocation costs, including airfare and accommodation costs during self-isolation, to their Tri-Agency grant.

Case Study 2

- Are the relocation costs (in part or in whole) an appropriate or inappropriate use of Tri-Agency grant funds? Why or why not?
- What back-up documentation and/or other information is needed to be kept on file and for the approver to make a determination?

Case Study 3 - A

A grant recipient is traveling to an international conference to present data from their Tri-Agency funded research project. The grant recipient is the primary caregiver for their elderly parent who is living with a disability, and an alternate family caregiver is unavailable to provide care during the period of the conference.

The grant recipient was able to find eldercare by a qualified specialist in Toronto, and wishes to claim the costs of eldercare services for their parent totaling \$30 per day for 4 days to their Tri-Agency grant.

Case Study 3 - B

The grant recipient is unable to find suitable eldercare in Toronto and instead decides to bring their elderly dependant with them on their trip to the conference. The grant recipient is able to find local eldercare services close to the site of the conference at a rate equivalent to \$150 CAD per day for 3 days.

The grant recipient wishes to claim the cost of eldercare services and the round-trip airfare for their parent to their Tri-Agency grant.

Case Study 3 (A & B)

- Is the claim for eldercare services and related costs an appropriate or inappropriate use of Tri-Agency grant funds? Why or why not?
- What back-up documentation and/or other information is needed to be kept on file and for the approver to make a determination?

Resources & Learning Tools

Tri-Agency Resources

- [Tri-Agency Guide on Financial Administration](#)
- [Frequently Asked Questions](#)
- [Roles and Responsibilities](#)



VPRI Resources

- [VPRI – TAGFA Renewal website](#)
 - Training Tools
 - Frequently Asked Questions
- [U of T TAGFA Companion](#)

General U of T Resources

- [Guide to Financial Management \(GTFM\)](#)
- [Expense Reimbursement Checklist - Template](#)
- [FAST Team website](#)

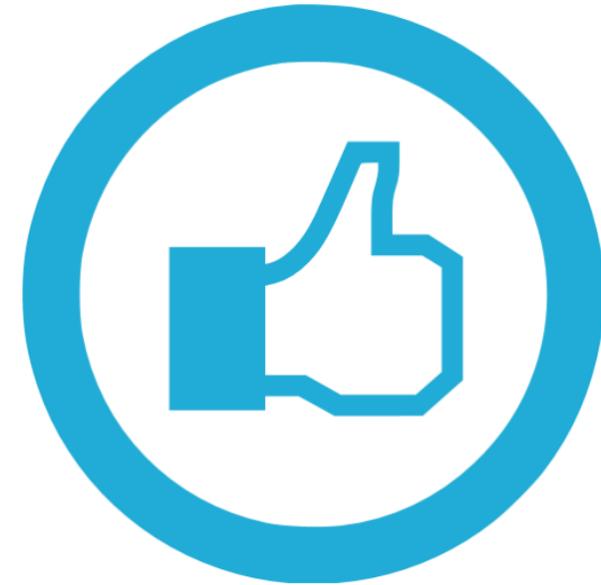
Still Have Questions?



Contact Us:

- <https://research.utoronto.ca/contact-us>

Feedback, please!



2021 STAR Workshop Series: Next Events

**Canada Foundation for Innovation Workshop:
Fair Market Value (*Invitation only*)**

Wed. May 26,
10:00 - 11:30 am

**My Research Applications and Agreements (MRA)
Renewal Initiative: Updates**

Mon. June 28,
1:00 pm - 2:00 pm

Thank you for participating!