



Office of Research
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Research Grants in Lieu of Salary Program Application Guidelines and Award Conditions

General Program Description:

The program permits, under certain conditions, a researcher to receive a grant in lieu of salary through a mechanism which includes scholarly, peer review by the SSHRC and NSRC Internal Committees on Research. These are considered internal grants for faculty members planning to perform research during any academic year, including a year when on leave. Grants in lieu of salary must be warranted and may only be used to cover research activities. Grants in lieu of salary cannot be used to supplement the income of the principal researcher, nor be used for projects directed at teaching or development of teaching-related skills. Once the research grant has been established, funds are no longer considered to be salary and constitute a research grant that is subject to the regulations of the program and research-related policies of the University.

Grants awarded under this program are considered as taxable income. However, the grant payment will be treated as a T4A income for tax purposes and accordingly, no income tax will be deducted by the University. The award recipient is responsible for reporting the income to the Canada Revenue Agency and declaring against it eligible expenditures. Eligible expenses totalling less than the grant amount will result in taxable income as taxes owing on the part of the originator.

Eligibility:

Trent University full-time probationary or tenured faculty members with continuing appointments or professional librarians who wish to conduct research during any academic year may apply to the program. Retired faculty, including Professor Emeritus, are not eligible.

Submission Deadlines and Application Procedures:

Applications are due on **May 1st**, **July 1st**, **November 1st**, or **March 1st** for Research Grants in lieu of salary that will commence on or after July 1st, September 1st, January 1st, or May 1st respectively. If a deadline falls on a weekend or holiday, then submissions will be accepted on the next business day by 4:30pm. Late applications will be held back until the next upcoming deadline without exception.

Application forms must be completed according to these guidelines and the form instructions. It is the responsibility of the applicant to secure the appropriate signatures and provide the Office of Research with the correct number of copies of the grant application. Completed applications will be forwarded to the respective internal committees on research for adjudication. Applicants should take into account that it takes about two months for the committee to complete the peer review and make appropriate financial arrangements for the grant.

When submitting a research proposal, the original form including an attached CV, must reach the Office of Research by the published deadline.

*Please note that according to the Canada Revenue Agency, research grant-related expenses must be incurred in the same calendar year in which the research grant is received in order to be deductible from the grant. Please see Revenue Canada Taxation Bulletin IT-75R4, paragraph 33, for further details. Applications should bear these matters in mind when applying.

Adjudication:

All applications will be reviewed by the appropriate internal committee on research. Adjudication criteria are as follows:

- a) Quality of the proposal (worthwhile; sufficiently detailed; clearly defined in terms of scope, objectives, research plans, and past, ongoing, and future work
- b) Justification of budget items and budget in total relation to the proposal
- c) Detailed justification of each budget item
- d) Eligibility of budget items and amounts
- e) Feasibility of project completion in time frame suggested
- f) Ability of applicant to carry out research proposal, based on an applicant's publication and research record

The committees on research, upon completion of peer review, will apply one of the following decisions:

- a) Approve and fund as requested
- b) Fund with clarifications (for example, reduce budget, ethics clearance, supporting documentation such as letters of invitation, etc.)
- c) Do not fund (scholarly standard low, for example)

Grant Level:

The grant in lieu program uses the calendar year (the normal taxation year) as its base. Subject to the Canada Revenue guidelines, the grant must be awarded and paid to the awardee during the calendar year in which the expenses are incurred. The maximum grant will be determined by the sabbatical leave salary or the non-leave salary of the applicant. An applicant, whose application is approved, will have his/her salary reduced by an amount corresponding to the total of the grant. Grant payments will be included with the regular monthly salary payment; the gross monthly amount of the grant and salary (before deductions) may not exceed the normal gross monthly salary.

When preparing a submission to the program, applicants should request an amount with reference to the eligible expenses outlined in Canada Revenue Agency Interpretation Bulletin IT-75R4.

Eligible Expenses: Conference registration fees, direct costs of research (as allowed by federal granting councils), computer or other equipment purchase, service contracts on equipment and computers, shipping (if justified), publication costs, research assistance (fact checking, research, translation), books and journals of an academic or technical nature directly related to the project and not available in Trent's library, care rental, ground transportation (from airport to hotel, etc.), copying, editing, proofreading.

Ineligible Expenses: Assistant attending conference, course fees, membership in professional societies, visas, medical insurance, office rental, proportion of mortgage and other expenses for in-home office, money exchange charges, consulting, commuting while sojourning. Travel of a personal nature is not allowed. Traveling expenses of spouses and children may not be claimed. Researchers are not permitted to claim their own personal and living expenses, including meals and lodging, while sojourning in a place while engaged in research. Normally, the university interprets sojourning to be a stay of six or more weeks in one location. Personal moving expenses are not allowed under the program. Please consult Revenue Canada Taxation Bulletin IT-75R4, paragraphs 32 and 33 which refer to allowable travel and related costs.

Equipment: Ownership of equipment purchased with funds awarded through this program is vested with the grantee and should not be purchased through Trent University's Purchasing Department.

Research Personnel: Grantees should be aware of their responsibilities concerning statutory deductions (CPP and EI) when hiring assistants or other employees on a grant. Consult

Revenue Canada Taxation Bulletin IT-75R4, paragraph 30 for further information regarding payment of research assistants.

Early Termination of Award:

If at any time during the term for which the grant has been made the grantee ceases to be a member of the University and his/her salary ceases, the grant arrangement will terminate and salary and the grant amount are to be reconciled between the researcher and Trent University.

Tax Information:

Grants awarded under this program are paid to by cheque to grantees, and are considered taxable income, and will be reported on a T4A slip; no income tax will be deducted by Trent University. The grantee is responsible for reporting income to CCRA, declaring against this income any eligible expenditures, dealing with any subsequent negotiations with CCRA. While Trent University provides peer review and approves a research grant in lieu of salary, please note the following:

- a) The question of deductibility of expenses for income tax purposes must be in accordance with CCRA regulations and such deductions should be claimed when grantees file their personal income tax returns
- b) Any questions with respect to the eligibility of expense deductions must be resolved between the grantee and CCRA
- c) The grantee is responsible for any additional income tax which may become payable as a result of a) and/or b)
- d) The grantee is not required to submit an accounting of the grant expenditures to Trent University, but should keep detailed records of expenditures
- e) Trent University and the Office of Research are not in a position to offer any more detailed tax information other than what is contained in the Revenue Canada Taxation Bulletin IT-75R4 and will not assist a grantee in the presentation of a case to CCRA
- f) Any questions about taxation regulations should be referred directly to CCRA or to an external tax advisor