



## **Guidelines and Application Form: Access to NSERC or SSHRC Residual Funds**

**Deadlines:** Applications to access residual funds must be received by **June 30<sup>th</sup>** (3 months following the terminal date of the award March 31<sup>st</sup>).

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### **GUIDELINES:**

#### **1. INTRODUCTION**

NSERC or SSHRC Research Grants that have not been renewed or extended, or that have been terminated, may contain unspent balances at termination. These unspent balances may comprise funds which had been allocated in prior fiscal years and/or funds issued in the current fiscal year.

NSERC and SSHRC policy allows unspent funds **from prior years** to be retained by the university. These unspent funds may be transferred to the University's General Research Fund. The Vice President Research and International has the delegated responsibility for the administration of these funds.

For more information on Tri-Council policy, see:

[http://www.nserc.gc.ca/professors\\_e.asp?nav=profnav&lbi=toc\\_fin](http://www.nserc.gc.ca/professors_e.asp?nav=profnav&lbi=toc_fin)

#### **Internal Administration:**

Prior to the end of a Tri-Council's automatic extension period, annual notifications are circulated by Financial Services to grantees and/or administrators advising them their account(s) may be expiring.

If the grant is not renewed, any uncommitted / unspent funds remaining in the account after the expiry date will be frozen and access to the account will not be permitted.

Financial Services will request that the appropriate Council permit all unspent funds to be transferred to the appropriate University General Research Fund. Approval from the Tri-Councils may take up to six months and, in the interim, all accounts and funds will remain frozen.

#### **2. APPLICATION PROCEDURES**

Application forms are available on the ROMEO Research Portal. The application deadline is June 30<sup>th</sup>. Late or incomplete applications will not be accepted.

#### **3. CONSIDERATION OF APPLICATIONS**

The application will be considered by the Vice President Research and International. The grantee must demonstrate that unforeseen circumstances existed, which prevented the project from being completed

within the approved time frame and must justify the need for all or some of the funds remaining. The scholarly record of applicants may be considered as part of the review process.

#### **4. ADMINISTRATION OF FUNDS**

The Office of Research Services will notify applicants of the results of their application.

Researchers are expected to follow the NSERC and SSHRC guidelines for use of funds. Expenditures may be made only for those specific purposes authorized by the Committee for the agreed upon time frame. Any expenses that extend past the approved time frame become the personal responsibility of the account holder.

Overspending is not permitted. Reimbursement claim forms that exceed the approved amount become the personal responsibility of the account holder.

#### **5. ETHICS APPROVAL**

Approved funds may be 'conditionally' granted pending receipt of ethical approval.

An applicant has six (6) months from notification of a 'conditional' award to re-submit an ethics application.

Awards will not be placed in an account until all required ethical clearances have been obtained.

#### **6. REPORTING**

Recipients will complete a report for any approved residual fund. Reports are to be submitted to the Office of Research Services at the completion of the project or at the end of their approved time frame. These reports, which will be available on request to each Committee member, are to describe the use of the funds and any results of the research for which the funds were granted.