

## General Guidelines – Eligibility of Research Expenditures (2016)

Tri-Agency Awards and General Research Account

**Note: These are provided as general guidelines only.**

Tri-agency cost eligibility requirements and salary/stipend amounts are subject to frequent changes.

For up to date information please refer to the [Tri-Agency Financial Administration guide](#).

### General Principles

Grant funds must contribute towards the direct costs of the research for which the funds were awarded, and the benefits should be directly attributable to the grant. The funds must be used effectively and economically, and the expenses must be essential for the research for which the funds were awarded.

### Travel and Subsistence Costs

Travel and subsistence costs (meals and accommodation) include reasonable out of pocket expenses for field work, research conferences, collaborative trips, archival work and historical research, for the grantee, research personnel and students working with the grantee, and visiting researchers.

Expense type	NSERC	SSHRC	CIHR	General Research & All other internal accounts unless otherwise specified
<b>Air travel must be claimed at the lowest rate available, not to exceed full economy fares</b>	Yes	Yes	Yes	<i>Yes, in accordance with university policy 21</i>
<b>Travel cancellation insurance and seat reservation charges</b>	Yes	Yes	Yes	Yes
<b>Travel health insurance for research personnel who do not receive any such benefits from their institution and/or other sources</b>	Yes	Yes	Yes	Yes
<b>Safety related expenses for field work, such as protective gear, immunizations, etc.</b>	Yes	Yes	Yes	Yes
<b>Collaborators' travel and subsistence expenses related to research planning and exchange of information with the grantee or for the dissemination of research results; unless this is not permitted according to their formal participation in certain programs, as described in NSERC's Eligibility Criteria for Faculty (NSERC only).</b>	Yes	Yes	No	Yes
<b>Relocation costs for eligible research personnel and their immediate family members Economy airfare; or cost of land travel, up to the equivalent of economy airfare</b>	Yes	Yes	Yes	<i>Yes, in accordance with university policy 21</i>
<b>Child care expenses while a nursing mother or single parent is travelling. The eligible cost for a single parent is limited to overnight child care costs incurred while the grantee is travelling. The eligible cost for a nursing mother who is travelling with a child is limited to the customary cost of child care and airfare if applicable. If travelling with a caregiver, travel and accommodation cost can be claimed in lieu of and up to the equivalent of child care costs.</b>	Yes	Yes	Yes	Yes
<b>Commuting costs of grantees and associated research personnel between their residence and place of employment, or between two places of employment</b>	No	No	No	No
<b>Passport and immigration fees</b>	No	No	No	No
<b>Costs associated with thesis examination/defence, including external examiner costs</b>	No	No	No	Yes
<b>Reimbursement for airfare purchased with personal frequent flyer points programs</b>	No	No	No	No
<b>Entry visa fee (for grantees and/or research personnel) when required for the purpose of research</b>	Yes	Yes	Yes	Yes

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### Sabbatical/Research Leave

Expense type	NSERC	SSHRC	CIHR	General Research & All other internal accounts unless otherwise specified
Costs related to a vehicle necessary for field work (with prior institutional approval; the vehicle must be licensed and insured during the sabbatical period)	Yes	Yes	Yes	Yes
Direct research expenses, including research assistance, bench fees and field work expenses, including travel and accommodations, when supported by appropriate documentation	Yes	Yes	Yes	Yes
Transportation costs to move research equipment or material to and from the sabbatical location	Yes	Yes	Yes	Yes
Travel costs to attend conferences	Yes	Yes	Yes	Yes
The costs of travel between the home institution and the sabbatical location, limited to one return trip ticket, except in unusual circumstances	Yes	No	Yes	Yes, allows one extra return trip for research purposes
Costs of transporting research personnel to and from a grantee's sabbatical location for supervisory or academic purposes	No	No	No	No
Costs of transporting the grantee to the home institution for supervisory or academic purposes.	No	No	No	Yes, allows one return trip for graduate student supervision
Living expenses (subsistence and accommodation costs).	No	No	No	No

### Equipment and Supplies

Expense type	NSERC	SSHRC	CIHR	General Research & All other internal accounts unless otherwise specified
Research equipment and supplies	Yes, see <a href="#">Tri-Agency website</a> for additional information			
Travel costs to visit manufacturers to select major equipment purchases	Yes	Yes	Yes	Yes
Transportation costs for purchased equipment	Yes	Yes	Yes	Yes
Extended warranty for equipment	Yes	Yes	Yes	Yes
Brokerage and customs charges for the importation of equipment and supplies	Yes	Yes	Yes	Yes
The costs of training staff to use equipment or a specialized facility	Yes	Yes	Yes	Yes
Maintenance and operating costs of equipment and vehicles used for Agency-supported research	Yes	Yes	Yes	Yes
Insurance costs for equipment and research vehicles	No	No	No	No
Costs of the construction, renovation or rental of laboratories or supporting facilities	No	No	No	No

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### Computers and Electronic Communications

Expense type	NSERC	SSHRC	CIHR	General Research & All other internal accounts unless otherwise specified
Computers, tablets, modems, emerging technology and other hardware and/or specialized software required for the research not normally provided by the institution, and with adequate justification establishing the need in relation to the funded research.	Yes	Yes	Yes	Yes
Cellular phones, smartphone or other electronic devices when they are necessary for research purposes (e.g., data collection), and/or for personnel safety reasons with adequate justification, including travel packages	Yes	Yes	Yes	Yes
Monthly plan fees for electronic devices when being used for the research purposes (e.g., data collection), and/or for personal safety reasons only	Yes	Yes	Yes	Yes
Standard monthly connection or rental costs of telephones	No	No	No	No
Connection or installation of lines (telephone or other links)	No	No	No	No
Voice mail	No	No	No	No
Library acquisitions, computer and other information services provided to all members of an Institution	No	No	No	No
Home internet costs	No	No	No	Yes, up to a maximum of \$25 per month, which represents 50% of the average monthly amount spent by Canadian families in the upper quintile of income

### Dissemination of Research Results

Expense type	NSERC	SSHRC	CIHR	General Research & All other internal accounts unless otherwise specified
Costs of developing Web-based information, including website maintenance fees	Yes	Yes	Yes	Yes
Costs associated with the dissemination of findings (i.e., through traditional venues as well as videos, CD-ROMs)	Yes	Yes	Yes	Yes
Page charges for articles published, including costs associated with ensuring open access to the findings (e.g., costs of publishing in an open access journal or making a journal article open access)	Yes	Yes	Yes	Yes
Costs of preparing a research manuscript for publication	Yes	Yes	Yes	Yes
Translation costs associated with dissemination of findings	Yes	Yes	Yes	Yes
Costs of holding a workshop or seminar, the activities of which relate directly to the funded research (including non-alcoholic refreshments or meal costs)	Yes	Yes	Yes	Yes

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### Services and Miscellaneous Expenses

Expense type	NSERC	SSHRC	CIHR	General Research & All other internal accounts unless otherwise specified
Recruiting costs for research personnel, such as advertising and airfare for candidates, etc.	Yes	Yes	Yes	Yes
Costs for safe disposal of waste	Yes	Yes	Yes	Yes
Costs for the purchase of books or periodicals, specialized office supplies, computing equipment and information services not formally provided by the institution to all its academic and research staff	Yes	Yes	Yes	Yes
Costs involved in providing personnel with training and/or development in novel techniques required for the conduct of the research project	Yes	Yes	Yes	Yes
Specialized courses with adequate justification	Yes	Yes	Yes	Yes
Hospitality costs (non-alcoholic refreshments or meals) for networking purposes in the context of formal courtesy between the grantee and guest researchers and research-related activities in the context of assemblies that facilitate and contribute to the achievement of the research objectives (e.g., grantee meeting with partners, stakeholders, guest researchers)	Yes	Yes	Yes	Yes
Costs of membership in professional associations or scientific societies if necessary for the research program/project	Yes	Yes	Yes	Yes
Monthly parking fees for vehicles specifically required for field work and only for month(s) when field work was conducted	Yes	Yes	Yes	Yes
Costs of alcohol	No	No	No	Yes, <b>but only</b> to host the thesis defense committee and in accordance with university <a href="#">policy 60</a>
Costs of entertainment, hospitality and gifts, other than those specified above such as regular interactions with colleagues from the institution and personnel meetings	No	No	No	No
Education-related costs such as thesis preparation, tuition and course fees, leading up to a degree.	No	No	No	Yes, for student thesis preparation & defense
Costs related to staff awards and recognition	No	No	No	No
Costs related to professional training or development, such as computer and language training.	No	No	No	No
Costs involved in the preparation of teaching materials	No	No	No	No
Costs of basic services such as heat, light, water, compressed air, distilled water, vacuums and janitorial services supplied to all laboratories in a research facility	No	No	No	No
Insurance costs for buildings or equipment	No	No	No	No
Costs associated with regulatory compliance, including ethical review, biohazard or radiation safety, environmental assessments, or provincial or municipal regulations and by-laws	No	No	No	No
Monthly parking fees for vehicles, unless specifically required for field work	No	No	No	No
Sales taxes to which an exemption or rebate applies	No	No	No	No
Costs of regular clothing	No	No	No	No

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<b>Patenting expenses</b>	No	No	No	<i>Yes, must consult with the Office of the Vice-President, Research, and in accordance with university policy 29</i>
<b>Costs of moving a lab</b>	No	No	No	No
<b>Grant Proposal Development and Submission</b>	No	No	No	Yes
<b>Hospitality (non-alcoholic refreshments and meals) lab meetings and other meetings with institutional personnel – requires pre approval from department or faculty and must follow policy 60</b>	No	No	No	Yes