

GENERAL RESEARCH FUNDS

General University Research Account:

The General **Research** Fund is meant to cover the costs related to universities research activities of the fund/account holder and to further research activities of the Principal Investigator.

As for any trust account, these funds belong to the University and are kept in trust so that holders can pursue their research activities and support their research program. The funds must be used in an efficient, reasonable and astutely way and the expenses must be essential for the holder's university research work. **No personal gains are allowed.**

All regulations and administrative processes of the University of Ottawa (such as regulations about daily percentages and transportations costs for travels, the regulation about the hospitality, receptions, business meals and expenses charged to the University's accounts, etc.) apply to the management of this account.

The decision to deposit a sum in this account is **final**: it is then impossible to withdraw money in order to obtain a **personal gain and/or change it into a salary or pay fees to the funds' holder.**

A research/professor can only hold one of the funds.

Since the funds in these accounts are, by their nature, limited and the replenishment of the funds is not ensured:

- For any transaction (salary or other) to be charged in this account, the holder must ensure a sufficient financial availability for the **WHOLE** expense (including the commitments, if applicable) **before** charging the expense to the account. Any expense exceeding the available balance at the moment of the request will be rejected.
- Any deficit balance will be the responsibility of the fund's holder.

This FOAP can hold:

- 1) Any unencumbered positive balances from completed contracts and grants, once needed approvals for the transfer have been obtained from the funding agency and Research Management Services;
- 2) Any administrative supplement used in lieu of a salary as per established procedures;
- 3) Contract honoraria or professional fees allocated to research funds. Research Management Services will make the transfer upon the receipt of a written request from the Principal Investigator and as approved by the Chair and Dean of the faculty; and
- 4) Small unencumbered research contributions.

Administrative points to be aware of:

- 1) This account will only accept transactions while it has a **positive** balance;
- 2) Any additional revenue must be reported to Research Management Services. Journal entries or revenue remittance vouchers depositing money into these accounts must be approved by the Department Chair and forwarded to Research Management Services for final approval; and
- 3) In all cases where the decision is made to forego remuneration for services rendered or professional fees in lieu of a research grant, in order to clearly demonstrate "University Ownership" for tax reasons, every transfer into an account must be approved by the chair of your department and/or the Dean and Research Management Services.
- 4) Opening these accounts and deposit funds are subjects to the University's regulations and procedures
 - a) Any request for an account opening must be accompanied by a fully completed RE form signed by the holder, the department's director and the faculty's dean (or their delegated) and accompanied by a short description of the activities (research or academic) planned from this account.
 - b) Journal entries and the vouchers justifying the new installments of revenues in these accounts also need to be approved by the Research Management Services and/or the Technology Transfer and Business Enterprise office.
- 5) In every situation of salary renunciation for services rendered, any transfer in these account will need to be approved by the department's director, the faculty's dean (or their delegated) before it is finally approved by the Research Management Services;
- 6) Professional honoraria granted from a research contract belong to the University. In every situation of renunciation to these amounts by the researcher, any transfer in these account will need to be approved by the department's director, the faculty's dean (or their delegated) before it is finally approved by Technology Transfer and Business Enterprise office which, after approval, will transfer the funds;
- 7) The accounts are opened for an initial period of 3 years, renewable;
- 8) If the funds holder leaves, any residual balance will be returned to the holder's faculty.

Expenses' eligibility

The expenses going through this type of account must be justified in relation that it supports a research project. The expenses must be essential to the activity's success, be reasonable and acceptable under the University's regulations.

General guidelines concerning expenses' eligibility for a "General Research Fund" and for other research funds are [available here](#).

Examples of eligible expenses are (with proper justification according to the researcher's project):

1. Research assistant, students;
2. Management support to overview research projects
3. Materials and supplies essentials for research and kept at the University;
4. Office material and supplies essentials for research completed at the University's campus (including ink cartridges)
5. Small research equipment (in the project's context, justified by the submitted project's needs and goals) and located at the University;
6. Computers purchase (including laptops), softwares and other equipment needed for the research project located at the University;
7. Travel expenses for data collection, research works in collaboration, dissemination of research results (through participation to conference and other similar activities);
8. Reimbursement of cellphone costs, BlackBerry or other electronic personal assistant (for the Principal Investigator, in his personal name only) when justified and clearly showing the necessity of the device according to the university research activities;
9. Travel expenses completed for a research conference.

For every expense going through this account, a short written justification from the researcher in relation to the project must be submitted the manager with the reimbursement or payment request. Without this justification, the University won't be able to process the requests.

Examples of non-eligible expenses include:

1. Professional fees to the Grantee;
2. Passport and/or Immigration fee;
3. Cost of alcohol, entertainment, personal purchases, gifts;
4. Furniture, equipment and office supplies for the office at home;
5. Any expenses resulting in a personal gain for the Grantee