

# The Researcher Reference Guide

Research Management Services

August 2015

## University of Ottawa Research Funding

### Principles

- Funding is awarded to the University of Ottawa for activities conducted by a researcher or research team on a specific research project or program of research.
- The University and the researcher are responsible for the management of the funds.
- Funding must be spent in accordance with the agency's and the University's rules and must be spent on direct research expenses.

Question to ask: If I didn't purchase this, could I still conduct my research?

If the answer is NO, then it is a direct research expense.

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For more details, please  
consult the Tri-Agency  
Financial Administration  
Guide :

[http://www.nserc-  
crsng.gc.ca/Professors-  
Professeurs/FinancialAdminGuide-  
GuideAdminFinancier/index\\_eng.asp](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp)

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# Research Project Management

## Responsibilities

As principal investigator, you are responsible for the management and conduct of project activities. Those responsibilities include:

- financial management
- human resources management
- compliance with terms and conditions of award
- compliance with rules and policies, etc.

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You should be familiar with Policy 48 – Grants and Contracts Administered by the University of Ottawa

<http://www.uottawa.ca/about/policy-48-grants-and-contracts-administered-university>

You are encouraged to consult the financial resources website. The researchers index (*Fast MyResearch*) will simplify your task by providing an effective tool to manage your funds

<http://www.financialresources.uottawa.ca/researcher/index.php>

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## Status of the research project

There are two possible situations:

- 1) Your account is open and you can begin using the funds for the purposes of the project.

OR

- 2) At this time, you do not have access to your research funding. You must ensure to meet the specific conditions of the project prior to accessing your funding.

## Certification Needs

The following certification(s) may be required:

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Ethics: <http://www.research.uottawa.ca/ethics/>

Animal Care: <http://research.uottawa.ca/acvs/>

Biohazard: <http://www.uottawa.ca/services/ehss/biosafety.htm>

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### Important Notes:

Certification must be obtained before research begins.

Certification must be renewed annually (except biohazard which is every 2 years).

## Budget

There are two possible situations:

1) The amount of funding requested and the amount received are the same.

OR

2) The amount of funding requested and the amount of funding received differ.

- It is strongly encouraged that prior to starting your research, you review your research objectives, as well as your research activities, based on the funding received and re-adjust your budget accordingly.
- Unless otherwise specified, grantees may generally deviate from the proposed research activities and/or schedules. Furthermore, they are not required to adhere strictly to the allocation of funds set out in the application as long as they use their grant for the broad purpose for which it was originally awarded.

## Eligibility of Expenses

- Verifying the eligibility of expenses is a joint responsibility – yours and the research administrator. Both should be familiar with the following rules:

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Tri-Agency Financial  
Administration Guide  
(Use of Grant Funds)

[http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions\\_eng.asp](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp)

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## Travel

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Policy 21

<http://www.uottawa.ca/about/policy-21-travel-expenses>

Travel  
Reimbursement  
Procedure

<http://www.uottawa.ca/financial-resources/accounting/travel-reimbursement-form>

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## Delegation of signing authority

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The following process  
may vary depending  
on the  
faculty/department

<http://research.uottawa.ca/rms/researchers-resources/forms>

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### **Process for expenses**

- Expenses are processed by the research administrator. However, to begin to process an expense, you need to do the following:
  1. Complete and sign the appropriate form (form will vary depending on the expense)
  2. Provide proper support documentation for the expense (e.g., airfare ticket, original receipt purchase)
  3. Submit the form and the documentation to the research administrator
- If you have more than one research account/research funding, together with your research administrator, you must ensure that the expense is charged to the right account.

### **Purchase of Equipment**

Please note the University of Ottawa has a procurement process for equipment purchases. Please consult Material Management Services (MMS) for additional information.

## Hiring of students

- **IMPORTANT:** You can only hire a student once you have met all conditions of the award and an account is open.
- You should be familiar with the following documentation/information:

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Collective Agreement

<http://www.uottawa.ca/human-resources/my-info?hash=policies>

Policy 47B – Working conditions for contractual staff paid from grants and external contracts

<http://www.uottawa.ca/about/policy-47b-working-conditions-contractual-staff-paid-grants-and-external-contracts>

Tri-Council

[http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions\\_eng.asp](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp)

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- Please meet with your research administrator when you are ready to begin the process of hiring students.

## Important Resources

### Support Services:

#### **Research Management Services (RMS)**

Phone: (613) 562-5841

E-mail : [info-sgr-rms@uottawa.ca](mailto:info-sgr-rms@uottawa.ca)

Website

: <http://research.uottawa.ca/rms/>

#### **Procurement Services**

Phone: (613) 562-5746

Email: [sa-ps@uottawa.ca](mailto:sa-ps@uottawa.ca)

Website: <http://procurement.uottawa.ca/>

#### **Office of Research Ethics and Integrity**

Phone : (613) 562-5387

E-mail : [ethics@uottawa.ca](mailto:ethics@uottawa.ca)

Website : <http://research.uottawa.ca/ethics/>

#### **Technology Transfer and Business Enterprise (TTBE)**

Phone: (613) 562-5399

E-mail: [ttbe@uottawa.ca](mailto:ttbe@uottawa.ca)

Website : <http://research.uottawa.ca/ttbe/>

#### **Office of Strategic Development Initiatives (SDI)**

Phone: (613) 562-3193

Website : <http://www.research.uottawa.ca/resources-funding-infrastructure.html>

#### **Office of Risk Management**

Phone : (613) 562-5892

Email : [safety@uottawa.ca](mailto:safety@uottawa.ca)

Website : <http://www.uottawa.ca/services/ehss/index.htm>

#### **Animal Care Committee and Training**

Phone: (613) 562-5444

Website : <http://research.uottawa.ca/acvs/>

#### **Animal Care and Veterinary Service**

Phone: (613) 562-5412

Website : <http://research.uottawa.ca/acvs/>