



Memo

To: All Concordia Researchers

cc: Faculty Financial Officers, Associate Deans of Research, Assoc VP Fin & Controller, Chief Financial Officer, Assoc VP, Research, Policy, Entrepreneurship & Impact/VPRII, Assoc VP, Strategic Institutional Initiatives/VPRII, VP, Research, Innovation and Impact/VPRII, Faculty Dean, Deputy Provost and Vice-Provost, Faculty Development and Inclusion.

From: Angela Luciano, Director Research and Restricted Financial Management (RRFM)

Date: February 26, 2026

Re: **Research Year End Update**

March 31st, 2026 Deadline:

As the annual fiscal year for the major research funding agencies (Tri Agency/FRQ) is nearing, please verify your research grants activity in the researcher dashboard to ensure your transactions are processed correctly.

All purchase requisition (PR) related to these grants must be submitted to procurement and followed up on with approvers as soon as possible. Reminder, the goods and services must be received by March 31, 2026 to be eligible to your 2025-2026 report.

If you have any questions for PRs valued over \$139,000 pre-tax, reach out to helen.mcdonald@concordia.ca, senior buyer, Procurement Services.

March 31st journals entries:

Journals must be completed and received by **April 3rd** to be included in the March 31, 2026 financial reports.

We ask that you review your research accounts regularly and take steps to clear if any existing deficits. In addition, to avoid any incorrect return of funds to the agency, please ensure your eligible expenses have all been charged.

Reminder emails will also be sent by RRFM shortly to researchers with balances in their Tri Agency and FRQ accounts.

2025-2026 Financial Reports Production:

RRFM will begin to prepare reports in May. We will begin with the inter-university reports due to other institutions (Tri Agency and FRQ grants).

<u>Financial Statement</u>	<u>Inter University</u>	<u>Concordia is lead</u>
<u>Deadlines -Sponsor/Agency</u>		<u>investigator</u>
<u>Tri-Agency (NSERC, SSHRC, CIHR, CRC,TIPS)</u>	<u>June 30,2026</u>	<u>September 30,2026</u>
<u>FRQ (FQRSC, FQRNT, FRSQ)</u>	<u>June 30, 2026,</u>	<u>September 30,2026</u>

Online team meetings can be scheduled Monday-Friday from 9-5. For an in-person meeting with a member of the RRFM team, you can make an appointment every Wednesday at the link below. The meetings will be held in GM700.

[Booking Link](#)

New Grant (account) Openings: GRANTS WITH AN APRIL 1ST START DATE:

NSERC SSHRC CIHR FQRNT FQRSC

New grants require presentation of **an approved compliance condition (HREC, AREC, Biohazards, etc., if applicable)**, to be presented to the Office of Research (OOR).

Once OOR is satisfied that all compliance requirements are met, a **Notice of Award** will be issued by OOR to RRFM.

On average a new grant number will be opened by RRFM within 3-5 business days.

2026-2027 April 1st Installments:

The Tri Agencies, (NSERC, SSHRC, CIHR) and FRQ(FQRSC/FQRNT/FRSQ) 2026-2027 approved installments approved for release will be reflected in your grant no later than April 30th.

During this transition, if you receive an error message due to a missing installment, contact the RRFM. If the installment is being finalized and an expense is rejected, researchers should contact RRFM.

If you require support in reviewing your accounts or have questions about allowable actions to address, please contact the Research and Restricted Financial Management (RRFM) team.

Angela Luciano, Director RRFM:

Frederick Clayman, Associate Director RRFM and AP Services

Rosa Verdecampo, Manager RRFM :

Naseem Khan, Manager Financial Data ,Comp. & Processes RRFM: naseem.khan@concordia.ca

New Account opening:

Research compliance:

angela.luciano@concordia.ca

frederick.clayman@concordia.ca

rosa.verdecampo@concordia.ca

accountopening@concordia.ca

researchcompliance@concordia.ca

General inquiries (journal requests, trx. detail inquiry, balances, reports ,deficit clearing requests) by Faculty:

Faculty Arts and Science:

fas.rrfm@concordia.ca

Gina Cody School of Eng & Com Sc

gcs.rrfm@concordia.ca

Faculty of Fine Arts:

fofa.rrfm@concordia.ca

John Molson School of Business:

jmsb.rrfm@concordia.ca

Thank you,
Angela Luciano

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Angela Luciano, CPA,CMA

Director, Research and Restricted Financial Management,

Financial Services, Concordia University

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