

## Support for Research Units and Infrastructure Platforms Program

(Updated: February 13, 2018)

The Office of the Vice-President, Research and Graduate Studies provides financial support to University-recognized research units and infrastructure platforms through the “*Support for Research Units and Infrastructure Platforms Program*” (the “*Program*”).

**Eligibility criteria:** All University-recognized research units and infrastructure platforms are eligible for OVRGS financial support under the *Program*. The funds from the Program aim to help cover a portion of the management and general operation costs of the research unit/infrastructure platform. The awarded funds should not be expected to cover the entire operation costs of a research unit/infrastructure platform, and it is expected that the unit will seek external funding to help support its operations.

**Process for determining the level of funding:** The funding that can be provided annually to each eligible research unit/infrastructure platform is determined by the nature of the activities, the governance structure, the development phase, the budgetary needs of the unit/platform, and available OVRGS funding. The classification grid below summarizes the categories and the range of funding available per year and per category/configuration as of December 2017.

CATEGORIES			CONFIGURATIONS
Research Centres	Infrastructure Platforms	Research Units with a Community Development/Outreach/Advocacy Focus	
\$50,000 to \$70,000	\$60,000 to \$80,000	\$40,000 to \$55,000	<i>Established – Major Scale</i>
\$20,000 to \$50,000	\$20,000 to \$60,000	\$20,000 to \$40,000	<i>Established – Medium Scale</i>
\$15,000 to \$50,000	\$15,000 to \$60,000	\$15,000 to \$30,000	<i>Emerging</i>

**Principles of funding:** The category/configuration of each eligible research unit/infrastructure platform will determine the funding level. The information provided in the application for University-recognition (or renewal of recognition), in addition to a discussion with the unit Director will determine the appropriate category/configuration in the classification grid. General definitions and descriptions of each category/configuration are available in the Procedures. A unit/platform can be funded under more than one category (e.g. a research centre

that also administers an infrastructure platform), but the funding it would receive would not necessarily be as much as the sum of the minimum amounts in the two categories.

The amount of funding depends on the availability of funds in any given year and is subject to change at any time. The OVPRGS reserves the right to make the final decision on the funding level for each research unit/infrastructure platform.

**Level and duration of funding:** A 'VUxxxx' account will be opened by the OVPRGS upon recognition of the research unit/infrastructure platform by the University Senate. The account end date will be the same as the expected end date of the recognition (usually four years for an emerging unit and six years for an established unit).

The level of funding will normally be approved and kept for a minimum of two years. Normally, a maximum of twenty-five percent of the yearly installment can either be rolled over to the next fiscal year, or paid as an advance, subject to the approval of the OVPRGS.

**Use of funds:** Awarded funds must contribute towards the mission and objectives of the research unit/infrastructure platform. The funds must be used effectively and economically, and the expenses must be to support the unit/platform for which the funds were awarded.

The direct costs of research, such as salaries for students and research fellows, are expected to be funded through regular research grants and contracts. Therefore, expenses directly related to specific research projects are not eligible under this program.

Research units and infrastructure platforms are expected to submit an annual budget to the OVPRGS at the time of their annual report. Any significant deviations to the budget should be pre-approved by the OVPRGS.

**Eligible and ineligible expenses for Research Units and Infrastructure Platforms:** The list below provides examples of eligible and ineligible expenses. Justifications about relationship of specific expenses to the unit/platform activities may be requested by Financial Services, Research Funds prior to approval. Questions regarding eligible and ineligible expenses should be directed to Mr. Philippe Jacques, Administrator, Strategic and Institutional Programs and Infrastructure, at the Office of Research.

**Eligible expenses:**

- Salaries and non-discretionary benefits of support personnel such as administrative and technical staff (clerks, secretaries, research coordinators, technicians, operators, etc.) who are directly linked to the unit;
- Salaries of professionals who are developing tools to be used in the research projects (such as software developers and programmers);
- Professional and technical services;
- Office supplies and consumable materials necessary for the administration of the research activities;
- Cost of outfitting unit/platform dedicated space (including specialized furniture);
- Acquiring, operating, and maintaining small equipment and other resources required for the research (major equipment/software is not eligible);
- Costs associated with professional development for support staff;
- Travel costs for unit/platform director (or co-directors) on official unit/platform business;
- Travel costs for students, postdoctoral fellows, visiting fellows, and research associates;
- Costs associated with the use of computers, modems, software, and any other computer-related materials necessary to conduct the research;
- Cost of standards and reagents for calibration of research equipment to ensure proper functioning;
- Internet and telephone installation charges, including connection or installation fees for other lines and associated monthly service charges;
- Costs associated with regulatory compliance, including ethical review, biohazard or radiation safety, environmental assessments, and provincial or municipal regulations and bylaws;
- Cost of organizing workshops, seminars, meetings, related to the mandate of the unit/platform (including non-alcoholic refreshments and meal costs);
- Cost for representation and organizing meetings with collaborators and other stakeholders to maintain or build new partnerships;
- Reasonable hospitality costs (non-alcoholic refreshments or meals) for networking purposes in the context of formal courtesy between unit directorship and guest researchers and for research-related activities in the context of assemblies that will facilitate or contribute to the achievement of the research objectives (e.g., unit directorship meetings with partners and stakeholders);
- Costs associated with organizing activities designed for the research unit members /platform users, including non-alcoholic refreshments and meal costs; and

- Reasonable costs for alcohol; in the context of a pre-approved large-scale research-related celebratory event (such as a reception associated with a conference, a prestigious lecture, etc.) taking place on campus and organized by the research unit/infrastructure platform in collaboration with the VPRGS (copy of Alcohol Permit and/or Alcohol Waiver must be provided to justify expenditures).

**Ineligible expenses:**

- Salaries of faculty members, students or anyone directly involved in the research project(s);
- Cost of consumables used for experimental research work (chemicals, samples, etc.);
- Fees for the analysis of research samples in external laboratories;
- Research time stipends and teaching replacements for members of the research unit;
- Fees for memberships in scholarly associations related to the unit's field of research;
- Costs of alcohol (other than those specified above);
- Costs of entertainment, hospitality and gifts, other than those specified above, such as regular interactions with colleagues from the institution and staff meetings;
- Monthly parking fees for vehicles;
- Rental or purchase of cellular phone or smartphone devices (e.g., BlackBerry, iPhone, Pocket PC), including service plans, long distance or local charges, unless they are necessary for data collection, and with adequate justification and pre-authorization;
- Costs of regular clothing;
- Travel and accommodation expenses for faculty members, outside of travel costs for unit/platform director (or co-directors) on official unit/platform business; and
- Patenting expenses.