

Research Funds (Financial Services) - Helpful links

1) Restricted Funds and Research Funds – Guides & Forms

<https://cspace.concordia.ca/services/budget-expenses-finance/forms-guides.html>

- [How to identify the financial officer that manages your fund](#)
- [Payroll forms for research personnel](#)
- [Prefix Research Funds](#)
- [Researcher's Guide \(to be updated this summer\)](#)
- [Research fund holder agreement](#)
- [Signing authority](#)
- [Tri-Agency guide on financial administration \(TAGFA\)](#)

2) Research payroll forms, HR policies, collective agreements

- <https://cspace.concordia.ca/services/hr/forms.html#research>
- <https://www.concordia.ca/content/dam/common/docs/policies/official-policies/HR-5.pdf>
- <https://www.concordia.ca/hr/dept/employee-labour-relations/labour-agreements-collective-bargaining.html>

3) Financial Services policies and contacts

<https://www.concordia.ca/about/policies/sector.html#CFO>

- CFO-3 Travel and Conference Policy CFO-3.pdf
- CFO-6 Policy on the Treatment of Deficits in Research Accounts CFO-6.pdf
- CFO-10 Policy on Hospitality, Meetings and Events CFO-10.pdf
- CFO-20 Procurement Policy CFO-20.pdf

<http://www.concordia.ca/financial-services/contact/staff-directory.html>

4) Government funding agency info:

Tri-Agency (SSHRC, NSERC, CIHR)

- https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp

FRQ

- <http://www.frqnt.gouv.qc.ca> <http://www.frqs.gouv.qc.ca> <http://www.frqsc.gouv.qc.ca/>
- From any of the above pages, see “Common General Rules”
 - E.g. <http://www.frqsc.gouv.qc.ca/en/regles-generales-communes>

Millennium - understanding your fund balance and transactions

- 1) Access to Millennium: log into myconcordia.ca, then “Financial Services”, then “Millennium”, (you may need to click on the pop-up blocker link), “Finance Reporting”.
- 2) Guides: In Millennium, click on “Finance reporting” icon: on the right-hand side you will find several instructional guides available below “finance links” as well as “training videos”.