
Non-Leave Research Grant Program Application Guidelines and Conditions Of Award

Office of Research Services

Guideline

1.0 Purpose

- 1.1 This program permits, under certain conditions, a researcher to receive a research grant in lieu of salary through a mechanism which includes peer review. The purpose of the expenditures proposed must be warranted in the context of the research outlined. The grant may be used for all the purposes of a grant-in-aid of research, but not to supplement income of the principal researcher. This program covers only research activities and is not intended to cover projects directed at teaching or the development of teaching-related skills. When the research grant has been established, the funds are no longer considered to be salary but constitute a research grant which is subject to the regulations of the program and the research-related policies of the University. Specific conditions relating to the program are outlined below.
- 1.2 Grants awarded under this program are considered as taxable income. However, the grant payment will be treated as a T4A income for tax purposes and no income tax will be deducted by the University. The award recipient is responsible for reporting the income to Revenue Canada and declaring against it eligible expenditures.

2.0 Applicability

- 2.1 University-wide

3.0 Definitions

- 3.1 None Applicable

4.0 Implementation

- 4.1 ELIGIBILITY: Faculty members who wish to conduct research during any academic year may be eligible.
- 4.2 GRANT LEVEL
 - 4.2.1 The program uses the calendar year (the normal personal taxation year) as its base. Subject to Revenue Canada guidelines, the grant must be awarded and paid to the awardees during the calendar year in which the expenses are incurred. An application must be with respect to expenditures made in one calendar year only.
 - 4.2.2 When preparing a submission to the program, an applicant should request an amount with reference to the eligible expenses in accordance with Revenue

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Canada. (Relevant sections of Income Tax Folio S1-F2-C3, “Scholarships, Research Grants and Other Education Assistance” can be viewed at <http://www.cra-arc.gc.ca/tx/tchncl/ncmtx/fls/s1/f2/s1-f2-c3-eng.html>. The amount of research grant to non-leave applicants should be reasonably commensurate with the value of the reduction in the nonspecific research component of the faculty member’s normal responsibilities. Awards to non-leave applicants will not exceed 33% of annual salary and in no case can the remaining salary of the researcher fall below the Canada Pension Plan annual maximum. Moreover, the University will not make any alterations with regard to salary payments already made to the applicant at the time of approval of the award; hence, the grant applied for may not be larger than the amount of unpaid salary less benefits remaining in the calendar year at the time of approval.

4.2.3 An applicant whose application is approved will receive a lump sum payment of the grant for the applicable calendar year.

4.3 MAINTENANCE OF BENEFITS AND PENSION: The grantee’s fringe benefit coverage and pension contributions will be based on the grantee’s nominal salary.

4.4 TRAVEL AND RELATED COSTS

4.4.1 Travel costs will be allowable for purposes essential to the research outlined. According to Revenue Canada guidelines, researchers may claim only their own expenses of traveling between their home in Canada and the place at which they sojourn (temporarily reside) while engaged in research work provided that such travel is essential to the research. Traveling expenses of spouses and children may not be claimed. Researchers are not permitted to claim their own personal and living expenses, including meals and lodging while sojourning in a place while engaged in research. However, researchers are entitled to claim expenses for meals and lodging, but excluding any personal or living expenses, while on brief field trips in connection with their research. Personal moving expenses are not allowable under the program.

4.4.2 Refer to sections 3.75 and 3.76 for allowable travel and related costs in Folio S1-F2-C3 <http://www.cra-arc.gc.ca/tx/tchncl/ncmtx/fls/s1/f2/s1-f2-c3-eng.html#N10A90>

4.5 EMPLOYMENT OF ASSISTANTS AND OTHER RESEARCH PERSONNEL: Grantees employing personnel on this non-leave research grant program will be the Employer. This means the Grantee accepts full liability of an Employer which includes the responsibility for satisfying the requirements of any applicable provincial and federal legislation.

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4.6 SUBMISSION DATES

- 4.6.1 Applications may be submitted at any time.
- 4.6.2 The process of reviewing research grant applications and completing financial arrangements can be a lengthy one and therefore the application form should be submitted to the Vice-President (Research) office at least two months before the date on which the grant is needed.
- 4.6.3 An application should request funding for expenditures to be made in a single calendar year only. Expenditures to be made in subsequent calendar years will require subsequent separate applications.
- 4.6.4 Please note that according to Revenue Canada, research grant-related expenses must be incurred in the same calendar year in which the research grant is received in order to be deductible from the grant. Refer to sections 3.77 and 3.78 in Folio S1-F2-C3 for further details (<http://www.cra-arc.gc.ca/tx/tchncl/ncmtx/fls/s1/f2/s1-f2-c3-eng.html#N10ABE>)

4.7 APPLICATION AND REVIEW PROCEDURES

- 4.7.1 In completing the application, researchers should provide a description of the research activity which is sufficiently detailed for a determination to be made as to the reasonableness of the proposed expenditures in the context of the research to be carried out.
- 4.7.2 The applicant must clearly demonstrate that some component of his/her non-specific research responsibilities has been sufficiently reduced to accommodate the specific research being conducted.
- 4.7.3 All applications must be approved by the Chair of the Department, and the Dean of the faculty. Their assessment shall constitute an indication that the research proposal has been reviewed, that the University will benefit from this research activity and that the budget appears reasonable in terms of the proposal.
- 4.7.4 Applications will be reviewed finally by the Vice-President (Research). The Vice-President or designate may consult on eligibility and other matters with the Chair or Dean of the applicant's faculty.
- 4.7.5 The researcher and appropriate Faculty will be informed by a letter of the result of the deliberations. Once an award is approved, the Vice-President (Research) will be requested to initiate the payment process as outlined in the award letter. The amount of the research grant will be reflected as a reduction in the researcher's salary and will be reported on an income tax T4A slip. Thus, under this program

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the researcher's total payment will be divided into two components: 1) salary and 2) research grant.

- 4.8 LEAVING THE UNIVERSITY: If, at any time during the term for which the grant has been made, the grantee ceases to be a member of the University, the grant arrangement will terminate and the salary and the grant amount are to be reconciled between the researcher and the University.
- 4.9 TAX INFORMATION: Please note that although the University approves the Research Grant: 1) the question of the deductibility of expenses for income tax purposes must be in accordance with Revenue Canada regulations and such deductions should be claimed when the researcher files a personal income tax return; and 2) any questions with respect to the eligibility of expense deductions must be resolved between the researcher and Revenue Canada. The researcher is solely responsible for any additional income tax which may become payable as a result thereof. The researcher is not required to submit an accounting for these funds to the University; however, since it is the responsibility of the researcher to support claims for deductions to Revenue Canada, researchers should keep detailed records of research expenditures. The University is not in a position to offer any more detailed tax information than that which is contained in the relevant sections of Revenue Canada's Income Tax Folio S1-F2-C3, Scholarships, Research Grants and Other Education Assistance which can be viewed at <http://www.cra-arc.gc.ca/tx/tchncl/ncmtx/fls/s1/f2/s1-f2-c3-eng.html>, nor will the University assist the faculty member in the presentation of a case to Revenue Canada. Any questions about taxation regulations should be referred directly to Revenue Canada or to an external tax advisor.

5.0 Interpretation and Questions

- 5.1 For further information please contact:
Office of Vice-President (Research)
E-mail: vpr@unb.ca