
Over-Expenditures in Contract and Grant Funded Accounts

Office of Research Services

Policy

1.0 Purpose

- 1.1 Over-expenditures are prohibited in these accounts unless the accounts relate to multi-year grants where over-expenditures are permitted by the granting agency. Conditions applicable to approval of over-expenditures in multi-year grant accounts, and accountability for over-expenditures, are set out in the following section.

2.0 Applicability

- 2.1 University-wide
- 2.2 This policy is intended to apply to University restricted accounts that are funded by contracts or grants.

3.0 Definitions

- 3.1 An over-expenditure occurs when actual expenditures and commitments exceed the budget available.

4.0 Implementation

- 4.1 ACCOUNTABILITY: Grant or contract holders are responsible for the management of their research funding to avoid over-expenditures, except as provided in the policy. In the event of failure by the grant or contract holder to rectify over-expenditures, the Department Head or Chair, and Dean or Director, are responsible for over-expenditures that have occurred in their respective Departments or Faculties.
- 4.2 MULTI-YEAR GRANTS
- 4.2.1 In multi-year grants there may be circumstances where expenditures are required in one fiscal period in anticipation of the receipt of approved funding in the next fiscal period. Administrative flexibility is therefore permitted for over-expenditures subject to the following conditions:
- 4.2.2 In any year except the final year of a multi-year grant:
- Over-expenditures of up to \$3,000 per grant can be initiated by the individual grant holder, subject to the standard procedures for approval of expenditures.
 - Over-expenditures in excess of \$3,000 must be pre-approved, as set out below. These requests are subject to a maximum limit of 25% of the following year's grant allotment.

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- Over-expenditures in any grant year must be recovered from the following year's grant allotment.
- 4.2.3 Over-expenditures must not take place in the final year of the grant.
- 4.3 APPROVALS: A written request for approval to overspend a grant by more than \$3,000 must be initiated by the respective grant holder and approved by the appropriate Department Head or Chair and the respective Dean or Director. These approved requests are to be forwarded to the Office of Research Services for joint approval by the Office of Research Services and Financial Services.

5.0 Interpretation and Questions

- 5.1 For further information please contact:
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