



## General Rules and Regulations for All Programs

### Eligibility

- Assistant, associate, or full professors in a full-time permanent position, or leading to tenure. Applicants are not eligible for support during a sabbatical, except under the Aid to Publication program or to hire a research assistant under the Research Grants Program.
- Only one award per program may be held within one fiscal year. Applicants may receive awards across various programs. It is strongly recommended to provide detailed information in each case, in order to avoid the appearance of double-dipping.
- Previous grants in a program must be completed and a research report submitted before a new application will be considered eligible.
- Only full-time students are eligible.

### Use of Funds

- Awards are valid for a twelve-month period. Any balance remaining at the end of the period reverts to the University's research fund.
- Eligible costs are those approved the Research Committee.
- Reimbursements require supporting documents: plane ticket, boarding pass, proof of acceptance at a conference, conference program or brochure, hotel bills, taxi receipts, itemized restaurant receipts (and not credit card statements). In the event a receipt is lost, a detailed description of the expense will be required.
- Up to 10% of the funds may be transferred across budget lines. Transfers above 10% must be submitted to the Research Committee.
- University policies regarding rates, mileage, banquets and alcohol apply.
- All reimbursements will be issued in Canadian dollars.

### Eligible Costs (unless otherwise specified in the program guidelines)

- Research assistants: Only graduate SPU students are eligible. A contract for a research assistant (RA) must state a minimum of 100 hours/year. (Note that a researcher may terminate an RA contract without prior notice or compensation.)
- Travel and subsistence costs: up to \$1,000 for North America and up to \$1,500 for international travel. Eligible costs include airfares (only for destinations further than 250 km from the University) that reflect the lowest fare available, reasonable accommodation rates, meals based on University rates, and visas required for research purposes.
- Equipment: All purchases must go through the University's Computer Services department and be registered in the USP database.
- Books: up to \$300.
- Stationery and office supplies.
- Participation fees for human research subjects: light meals, drinks, parking, daycare, and other related expenses.

### **Ineligible Costs** (non-exhaustive list)

- Expenses incurred before the grant is awarded.
- Expenses that exceed an authorized budget line or the amount granted.
- Publications and activities aimed at the general public.
- The hiring and employment of relatives.
- Honoraria for professionals.
- Expenses incurred by travel companions.
- Expenses eligible for reimbursement by an external agency or source.
- Premiums – trip cancellation insurance.
- Premiums – travel health insurance.
- Passport-related expenses.
- Expenses related to cellular telephones and smart phones, including charges for voice mail, connection fees or online setup. (The Research Committee may deem that the cost of cellphones is justified, for safety reasons during research in the field in geographical areas other than North America and Europe.)
- Costs related to a PhD thesis and the defence.
- Alcohol.
- Tips.
- Attendance at a conference other than the one approved by the Research Committee.
- The creation of courses.
- Hospitality costs for members of an organizing or editorial committee.
- Activities and communications of a professional nature for outreach purposes or intended for a general audience.

### **Signatures**

The signature of the applicant confirms that the application complies with all requirements, and that the funds will be allocated to University activities and will not be reimbursed by another agency.

The signature of the dean confirms that the proposal has been read and that release time during the academic year is authorized.

### **Submission**

Applications are to be submitted electronically, with a copy to the Office of Research and Ethics.

Please allow up to six weeks before a decision is rendered.