

# Use of the Grant



## Foreword

The following guidelines have been established to help grant recipients, co-investigators and administrators of institutions and partner organizations interpret what constitutes acceptable use of funding.

These guidelines are based on those of the agency that is funding the project, namely, the SSHRC. However, they have been adapted in order to provide an appropriate reflection of the specific objectives of the research project. In this sense, the guidelines of the “Towards Cyberjustice” project may differ from the SSHRC's original rules.

## General principles

- The funding transferred to co-investigators is research funding. Under no circumstances may the funding be considered as compensation or remuneration for the grant recipient or co-investigators.
- The funding is paid on an annual basis for a period of seven (7) years subject to the continuation of funding after the mid-term visit.
- The funding must be used in an efficient, sensible manner, and expenditures must be essential to the research for which the grant was given.
- Use of the funding has to support the collaborative process within the team and among the researchers.
- Use of the funding must be as consistent as possible with the budget submitted in the grant application.
- The funding has to help to cover the direct costs of the research for which it was granted. Each partner institution has to shoulder indirect costs (general expenses), such as the costs of basic facilities and services, expenditures related to the purchase and repair of office material, administrative costs, equipment insurance premiums, and expenditures related to basic communications equipment, such as telephones and fax machines.
- Contributions to shared expenditures must be directly related to the program or research project for which funding has been granted, and they must be accepted and approved by the grant recipient.
- All transfers of funding shall be subject to a transfer agreement led by Université de Montréal (BRDV 201 and BRDV 202) including financial reporting requirements.

- The institution that administers the funding (the Université de Montréal) has the right and responsibility to suspend reimbursement of expenditures by the grant recipient or co-investigators if they contravene the requirements of the agency (the SSHRC) or the policy of the institution (the Université de Montréal).

## **Expenses related to remuneration**

### **Definitions**

#### Stipend

Financial support granted to the holder of a training grant or provided by grant recipients to interns or students to support them while they are working on their research theses and/or gaining research experience.

#### Salary

Remuneration for work done by research assistants or students in compliance with the institution's employment contracts and collective agreements, as applicable.

### **Eligible remuneration-related expenses**

#### Salaries

- Salaries and benefits for work done by research assistants must be in compliance with institutional practices and meet the following condition, as applicable:
  - Salaries to support postdoctoral fellows shall be offered for a maximum period of two years.

#### Stipends

- Stipends paid to interns (e.g., undergraduate and graduate students, as well as postdoctoral fellows) from grant funding must be in compliance with institutional policies and meet the following condition, as applicable:
  - Stipends to support postdoctoral fellows shall be offered for a maximum period of two years.

### **Notes**

- Persons who receive remuneration through a grant from an agency are not considered employees of that agency or recipients of a grant from that agency.
- Institutional non-discretionary benefits normally include short- and long-term disability insurance, life insurance, pension benefits, medical; vision and dental care benefits, as well as parental leave. Institutional non-discretionary benefits must not contravene agency policies.
- Grant funds can be used to supplement salaries or stipends paid to interns and students from other sources, including grants from organizations and individual training grants.

- Interns and students can be hired as research staff (generally on a part-time basis, in other words, at an hourly rate) and/or receive training stipends from grants (in which the work is part of the student's training and constitutes the thesis or meets other comparable academic requirements).

#### **Other types of eligible remuneration-related expenses**

- Fees paid to research subjects, such as modest incentives for participation, where ethically acceptable.
- Salaries for office work directly related to dissemination activities, including manuscript preparation.
- Honoraria for guest speakers.

#### **Non-eligible expenses**

- Any part of a salary or honorarium for a consultant.
- Administrative (or management) costs.
- Compensation-related benefits for stipend receivers.
- Discretionary severance or separation packages.

### **Travel and living expenses**

#### **Eligible expenses**

Travel and living expenses (meals and accommodation) include reasonable expenses incurred for field work and travel for collaborative, archival and historical research purposes. Such expenses can be reimbursed for the grant recipient, co-investigators, research staff and students working with the grant recipient.

- Air travel expenses corresponding to the lowest rate available and not exceeding full economy fare.
- Entry visa fees (for grant recipients and research staff), if required for research purposes.

#### **Non-eligible expenses**

- Grant recipient, co-investigator and research staff commuting costs between residences and places of employment or between two places of employment.
- Passport and immigration fees.
- Airplane tickets purchased using personal frequent flyer points programs.

### **Infrastructure, equipment, computers and electronic communications**

#### **Eligible expenses**

- Costs related to computers, modems, specialized software and other electronic equipment required for the research and not normally supplied by the institution, on the condition that adequate justification is provided.

#### **Non-eligible expenses**

- Costs related to purchases of equipment for infrastructure. The “Towards Cyberjustice” grant application was approved with the knowledge that the infrastructure was already in place and available to the team. This infrastructure includes the Cyberjustice Laboratory at Université de Montréal and the portable room at McGill University. It will not be possible to justify setting up facilities other than those mentioned above.
- Insurance premiums for equipment.
- Infrastructure construction, renovation or rental costs.
- Monthly rental and connection costs for telephones.
- Connection or installation fees for lines (for telephones or other equipment).
- Monthly fees for using the Internet at the institution or at home.
- Fees related to voice messaging.
- Fees related to the acquisition of books for the library, computer services or other information services provided for all members of an institution.
- Cellphones, smart phones and electronic tablet devices.

#### **Dissemination of research findings**

##### **Eligible expenses**

- Article publication costs, including expenses incurred to ensure open access to the findings (e.g., costs associated with publication in an open access journal or with making an article open access).
- Costs associated with preparing a manuscript on the research for publication.
- Fees for translation associated with dissemination of the research findings.
- Costs related to holding workshops and seminars directly related to the research funded (including non-alcoholic refreshments and meals).

#### **Services and miscellaneous expenses**

##### **Eligible expenses**

- Costs related to recruitment of research staff, including advertising costs.

- Hospitality costs (non-alcoholic refreshments and meals) for networking purposes in the context of formal courtesy between the grant-holder and guest researchers, and for research-related activities in the context of assemblies that facilitate or contribute to the achievement of research objectives (in other words, grant-holder meetings with partners, stakeholders and guest researchers).

### **Non-eligible expenses**

- Costs related to alcoholic beverages.
- Costs related to entertainment, hospitality and gifts other than those specified above, such as costs related to regular interactions with colleagues from the institution and staff meetings.
- Costs related to staff awards and recognition.
- Education-related costs, such as those related to thesis preparation, tuition and course fees leading to a degree.
- Costs related to professional training and development, such as computer and language courses.
- Costs related to preparation of teaching materials.
- Insurance premiums for buildings and equipment.
- Membership fees in professional associations and research associations.
- Monthly parking fees for vehicles specifically required for fieldwork, not including the months in which the field work is done.
- Sales taxes to which an exemption or rebate applies.
- Costs related to everyday clothing.

If you have any questions about this policy, please contact the Coordinator, Karine Gentelet ([karine.gentelet@umontreal.ca](mailto:karine.gentelet@umontreal.ca)).