

Distribution Rates of Research Support Funds and Indirect Costs of Research Funds

Table 1: *Distribution rates for Indirect Costs of Research - Non Tri-Council*

Distribution of Indirect Costs of Research Clinical Trial Projects		
	UBC	PHCRI
	20%	80%
<i>Centres/Department</i>		20%
<i>Principal Investigator</i>		40%
<i>Retained by Research Institute</i>		20%

Distribution of Indirect Costs of Research Other Projects (Grants, Service Contracts, Collaborative Agreements, etc.)		
	UBC	PHCRI
	50%	50%
<i>Centres/Department</i>		12.5%
<i>Principal Investigator</i>		25%
<i>Retained by Research Institute</i>		12.5%

Indirect Costs of Research Funds (formerly referred to as **Overhead Funds**) are generated from **Non Tri-Council** funding (examples: Pharmaceutical companies, NIH, Foundations, etc). The rate of distribution between UBC and PHCRI differs for clinical trial projects and grants, service contracts and collaborative agreements (as illustrated above). Funds are distributed by PHCRI once annually in June of each year.

Table 2: Distribution rates for Research Support Funds - Tri-Council

Distribution of Research Support Funds Clinical Trial Projects		
	UBC	PHCRI
	20%	80%
<i>Centres/Department</i>		40%
<i>Principal Investigator</i>		0%
<i>Retained by Research Institute</i>		40%

Distribution of Research Support Funds Operating Grants		
	UBC	PHCRI
	34%	66%
<i>Centres/Department</i>		33%
<i>Principal Investigator</i>		0%
<i>Retained by Research Institute</i>		33%

Research Support Funds (formerly referred to as **Indirect Costs of Research**) are generated from **Tri-Council** Funding Agencies (examples: Canadian Institute of Health Research (CIHR), National Sciences and Engineering Research Council (NSERC) & Social Sciences and Humanities Research Council (SSHRC). The Networks of Centres of Excellence (NCE), Canada Research Chairs (CRC), and Canada Excellence Research Chairs (CERC) programs are initiatives of Tri-Agency, and are generally subject to the same policies that the three agencies abide by. The rate of distribution between UBC and PHCRI differs for clinical trial projects and operating grants (as illustrated above). Research Support Fund allocations are calculated based on a three-year rolling average. Funds are distributed by PHCRI once annually in June of each year.

Eligible Expenses for Research Support Funds and Indirect costs of Research

The following policies are quoted from the Government of Canada Research Support Funds website: <http://www.rsf-fsr.gc.ca/administer-administrer/depenses-eng.aspx> (June 13, 2018). PHCRI uses these Tri-Council approved policies as the same eligibility criteria for both Research Support Funds and Indirect Costs of Research.

1. Research facilities: Research facilities include libraries, laboratories, research networking spaces, offices of research and finance administration, and offices of social science and humanities researchers.

Eligible expenses

Renovation and maintenance of research facilities

- Research facilities include libraries, laboratories, research networking spaces, offices of research and finance administration, and offices of social science and humanities researchers.
- The purchase and/or refurbishing of furniture for research facilities **is eligible**.

Upgrades and maintenance of research equipment and other devices

- An "upgrade" is defined as replacing a part to make a piece of equipment more usable. "Maintenance" (and/or "maintenance contracts") is defined as the upkeep or repair of equipment to improve or preserve efficiency.
- Investments in air and water quality, or power upgrades (e.g., air conditioners, water purifiers, ventilation systems) are considered as upgrades/maintenance if these pieces of equipment support the research infrastructure's overall operation.

Operating costs

- Operating costs include custodial, security, maintenance, utilities, and leasing costs; and costs for capital planning associated with research spaces and research equipment, and insurance on research spaces.
- The purchase of materials used in operating research equipment such as cryogens for nuclear magnetic resonance imagers (NMR), liquid nitrogen, argon, oxygen, filters for flow chambers, O-rings, HP and HT greases and lubricants, batteries, and distilled water **is eligible**.

Technical support for laboratories, offices and other facilities

- Include technical support for the creation, development and/or maintenance of an institutional website.

Ineligible expenses

- Purchase or construction of a building

- Purchase of laboratory equipment, or any other equipment eligible for funding under other federal programs.
 - The purchase of basic laboratory equipment is not eligible (e.g., test tubes, microscopes, Bunsen burners, sample containers, gloves, masks, coats).
 - Collateral on mortgage financing and payment of interest charges
 - Rental costs for space that is owned by the institution
 - Purchase or lease of land
 - Purchase of furniture for the offices of researchers
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2. Research resources

Eligible expenses

Acquisition of library holdings

- Library holdings include journals, books, collections, periodicals and site licences (e.g., through the Canadian Research Knowledge Network).

Improved information resources

- Include databases, telecommunications, information technology and research tools.
- The purchase of computer hardware and software and software licences for libraries **is eligible**.

Library operating costs and administration

- Operating costs include custodial, security, maintenance, utilities, leasing and capital planning costs, and staff salaries.
- The purchase of research computers, filing cabinets, photocopiers, scanners and supplies for the exclusive use of libraries **is eligible**.

Insurance on research equipment and vehicles

Ineligible expenses

- Start-up grants or pilot studies
- Purchase of hardware or software to be used in a specific research project and/or teaching exercise

3. Management and administration of an institution's research enterprise

Eligible expenses

Institutional support for the completion of grant and award applications / research proposals

- Salaries and benefits for staff who work on grant applications and research proposals (e.g., grant facilitators, award/prize facilitators, secretarial and administrative assistants), and the costs associated with grant-writing workshops **are eligible**.

Acquisition, maintenance and/or upgrade of information systems to track grant applications, certifications and awards

- The purchase of computer hardware, software and software licences for the office of research **is eligible**.

Training of faculty and research personnel

- Costs associated with professional development training, such as the use of software (e.g., accounting and human resources software) **are eligible**.
- Costs associated with attending research administration-related conferences for professional development (e.g., CARA, CAUBO) **are eligible**.
- Do **not** include training necessary to meet regulatory requirements in this category.

Human resources and payroll

- Salaries and benefits for employees who support the research enterprise (research, financial, human resources and purchasing offices) **are eligible**.
- Salaries for students who provide administrative services **are eligible**. These employees must **not** already be funded through a direct research grant.

Financial and audit costs

Research planning and promotion, and public relations

- Costs associated with corporate publications that highlight research (e.g., annual reports, newsletters, magazines, press releases) **are eligible**.
- Travel costs associated with research promotion and international collaborations (for the institution's research enterprise as a whole) **are eligible**.

Implementing equity, diversity and inclusion objectives

- Costs associated with implementing the institution's equity, diversity and inclusion commitments (e.g., training on equity, diversity and inclusion—including instructions on limiting the impact of unconscious bias—for recruitment, selection, and promotion and tenure committees)
- The salaries of equity officers
- Costs associated with collecting data on the participation of the four designated groups (women, Aboriginal Peoples, persons with disabilities and visible minorities)
- Costs for developing an equity and diversity action plan
- Costs associated with conducting an environmental scan and an employment systems review
- Costs for developing an equity/diversity communications strategy

Ineligible expenses

- Recruitment of new faculty
 - Support for fellowships, scholarships and stipends
 - Research time stipends / teaching release
 - Costs associated with collective agreements
 - Costs for scholarly conferences, or expenses associated with presenting papers and findings at national or international conferences
 - Costs of publication for scientific journals
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4. Regulatory requirements and accreditation

Eligible expenses

- Creation and support of regulatory bodies
 - Costs associated with research ethics boards (REBs) may include paying for a portion of a board member's salary and mileage costs associated with travelling to board meetings.
- Training of faculty and other research personnel in health and safety, animal care, ethics review, handling radiation and biohazards, and environmental assessments
- International accreditation costs related to research capacity
- Upgrades and maintenance of research facilities and equipment to meet regulatory requirements
- Technical support for animal care and for handling of dangerous substances and biohazards
- The purchase of animals exclusively used for training purposes (not research)

Ineligible expenses

- Purchase of animals for research purposes
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5. Intellectual property and Knowledge mobilization

Eligible expenses

- Creation, expansion or sustenance of a technology transfer office or similar function
- Administration of invention patent applications
- Support for technology licensing
 - Legal fees for technology licensing **are** eligible.
- Administration of agreements and partnerships with industry
- Development of incubators
- Support for the creation of spin-off companies
- Outreach activities undertaken to transfer knowledge through venues not eligible for funding under other federal programs

- Costs associated with research conferences, symposiums or lectures **are eligible if** the general public is the target audience.
- Marketing of teaching materials, scientific photo libraries, survey instruments, statistical packages, data sets and databases, software, computer models and other tools