

# UPEI INTERNAL RESEARCH FUNDING – GENERAL REGULATIONS

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## 1. APPLICATION DETAILS

- The application must be received by Research Services no later than 4 pm on the day of the deadline. If the deadline falls on a day the University is closed, then applications are due by 4 pm the next working day.
- The text of all applications must be submitted in English; however, supporting documentation (i.e. abstracts) can be in another language, provided that researchers include translations as appropriate.
- Source(s) and amount(s) of external funding should be included in the budget. Details regarding any restrictions on the use of these funds should also be included.
- Grants are for a one-year term, with the possibility of a six-month extension upon request.
- Each application must have a title unique from any other title previously used to apply for internal or external funding.

## 2. ELIGIBLE EXPENSES

<b>Research Assistants</b>	At the approved salary & benefit rates. Consult Human Resources for hiring procedures.
<b>Tech Services</b>	At rates set by IT Systems & Services or Marketing & Communications
<b>Media Services</b>	When required for research purposes
<b>Materials and Supplies</b>	As necessary for completion of the project only if these are not available through the University or department
<b>Computers and other Equipment</b>	Computers and related equipment for research projects are supported only where there is a demonstrated need for specialized research related equipment. The computer and equipment must be integral to the research project. As necessary for completion of the project only if these are not available through the University or department. Equipment designated as part of a research grant, including all computer equipment and software, is the property of the University and is provided to the researcher on a temporary or long-term basis. Equipment may revert to general University use on completion of the project.
<b>Computer or Equipment time</b>	Budgeted on an hourly basis

<b>Animal Care</b>	At current rates
<b>Travel Costs and Per Diem</b>	<p>Travel supported by research grants or contracts must comply with University regulations and policies.  Costs incurred in the collection of data are eligible.  The principal investigator of a grant must approve all travel expenditures and travel advances being charged to his/her research grant, using a Travel Claim Report.  It is the responsibility of the traveler to ensure that he or she has appropriate insurance coverage to support the travel (particularly important when traveling internationally).  If the traveler is the principal investigator, the claim must be countersigned by the department head or dean confirming the relevance of the travel to the research being funded.</p> <p><b>ALL TRAVEL IS GOVERNED BY THE <a href="#">UPEI TRAVEL POLICY</a></b></p>
<b>Accommodations</b>	<p>The Canadian Association of University Business Offices (CAUBO) has a listing of hotels at which University travelers receive corporate rates or discounts. The rates can be obtained from <a href="http://www.caubo.ca">www.caubo.ca</a>.  When not staying at conference designate hotels, employees would normally be expected to stay at hotels where lower negotiated room rates are available or other equivalent accommodation can be provided.</p>
<b>Printing Services</b>	Rates set by UPEI Central Printing for research materials
<b>Typing, Word Processing, Camera Ready Copy</b>	<p>Family members are not normally eligible for payment (exceptions made only with prior approval of the VP Academic and Research).  Applicant must demonstrate that it is not possible to obtain the service through internal channels.  Funds will not be awarded for repeat preparation of the same manuscript.</p>
<b>Inter-Library Loan</b>	Fees
<b>Payment of Participant</b>	<p>Only if:</p> <ul style="list-style-type: none"> <li>- this practice is the norm for the discipline</li> <li>- the project, including participant payment has received Research Ethics Board approval</li> </ul>

**Useful University Policy Links:**

The following University policies will provide important clarifications on a variety of items and processes throughout your budget preparation and project execution. These policies can all be found on the University's policy page at <http://www.upei.ca/policy/>

- Procurement Policy
- Student Hiring and Employment
- Travel Expenses Policy and Procedures

### **3. INELIGIBLE EXPENSES**

The following items are ineligible:

- consultation fees paid to other faculty members
- subcontracting of research
- purchase of books
- research costs (excluding travel) applied for retroactively
- travel for sabbaticants (to/from the sabbatical location)
- attending a conference for dissemination of results
- grant over-expenditures

This list is not exhaustive. Please contact Leslie Cudmore, Research Grants Coordinator, with questions regarding the eligibility of expenditures.