



# Finance & Administration Guide

## Grants and Awards Overview

### Research Manitoba's Mandate

The mandate of Research Manitoba is to promote, support, and coordinate the funding of research in the disciplines of health, social sciences & humanities, natural sciences & engineering. Research Manitoba's primary focus is to oversee Research Manitoba's investments in the research being conducted in Manitoba's post-secondary institutions, including affiliated research centres and hospitals, and not-for-profit organizations. Research Manitoba investments will encompass excellence in knowledge discovery, support the translation of knowledge into improved products and services, and also support research that demonstrates economic promise for application to local business and industry receptors. Research Manitoba will support pre-commercialization activities designed to improve the competitive position of Manitoba's applied research organizations such that Manitoba industries may be indirectly assisted in accelerating the pace of innovation in the province. Activities directly related to the commercialization of research conducted by institutions and businesses will not be the responsibility of Research Manitoba.

### Contact Information

Website	<a href="http://www.researchmanitoba.ca/">http://www.researchmanitoba.ca/</a>
Competition Procedures	<a href="mailto:helpdesk@researchmb.ca">helpdesk@researchmb.ca</a>
General information	<a href="mailto:info@researchmb.ca">info@researchmb.ca</a>
Mailing Address:	Research Manitoba A201 Chown Building, 753 McDermot Avenue Winnipeg, MB R3E 0T6 Canada

## Requirements for all Awards/Grants

### 1. General

Because there are differences in the application requirements for each grant or award program we recommend you review all the information about the requirements for your program **before** you begin your application.

This Finance & Administration Guide is also available from within the online **Grants Management System (GMS)**.

A checklist of the required materials for each program application, are included in the **Program Guide**, which is available from each program's webpage (go to [Research Manitoba](#) and hover over the **Funding** menu, select the area of research, then the program from the list on right menu). Checklists are also available from within the [GMS](#).

We strongly recommend that you review the checklist **at least one month before** your application deadline.

Applicants must provide all requested information and ensure their applications are concise, well-written and easy to follow. All abbreviations and acronyms should be explained, and jargon kept to a minimum. Where the award program is not managed by the GMS (i.e. applications aren't made through the GMS system), any application requirements, forms and all supporting material must be submitted to Research Manitoba by the stated deadline to be eligible.

### 2. Budgets

Budgets are reviewed very carefully and should include only those expenses allowed, as outlined in the funding program description and necessary for the proposed activity. All purchases, reimbursements for

services, travel costs and student support must follow guidelines and rates set by the applicant's host institution and must be undertaken according to the host institution's standard procedures.

### 3. Ethics

All studies involving human subjects must be ethically acceptable to the Board and to the sponsoring institution. Research funded by Research Manitoba must also comply with the ethical conduct requirements expressed in the following guidelines:

- i. Research Involving Humans - [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#) from the [Panel on Research Ethics](#);
- ii. [Tri-Agency Framework: Responsible Conduct of Research](#) (2016);
- iii. [Canadian Biosafety Standards and Guidelines \(CBSG\)](#) from the [Public Health Agency of Canada](#)
- iv. [Stem Cell Policy Guidelines](#) from the [Canadian Institutes of Health Research \(CIHR\)](#)

The signing of the application by the appropriate institutional authority constitutes a commitment on the part of the applicant and the administrators of the sponsoring institution that these guidelines will be respected.

### 4. Handling of Animals

The handling of animals used in investigations supported by Research Manitoba must be in accordance with the [Guidelines](#) of the *Canadian Council on Animal Care in Science* (CCAC). The signing of the application by the appropriate institutional authority constitutes a commitment on the part of the applicant and the administrators of the sponsoring institution that these guidelines will be respected.

### 5. Research Involving Radioactive Materials

Information on the requirements for research involving radioactive materials is available from the [Canadian Nuclear Safety Commission](#).

### 6. Disposal of Hazardous Materials

Award recipients and institutions are responsible for compliance with federal, provincial, and municipal requirements for disposal of hazardous materials and chemical and biological wastes, and for their use in the workplace.

### 7. Training programs outside Manitoba

In disciplines where training is not available within the province, Research Manitoba will consider funding elsewhere. However, consideration will be given only where documented evidence is provided confirming the absence of suitable training opportunities in Manitoba and a need for individuals trained in the discipline and where there is a firm commitment by the applicant to return to the province after training.

### 8. Reporting requirements

Research Manitoba is asking grant recipients to report their research results on an annual basis and at the completion of the grant, through progress reports and end of grant reports. These reports are important tools for Research Manitoba's accountability with the Provincial Government.

The reports will be used in our ongoing efforts to communicate the value and benefits of research to our funders, our stakeholders, and the public. In addition, the progress and the impact of funding informs Research Manitoba's strategies and programs and is a vital component to justify and ensure long-term and sustainable funding.

Grant recipients will be informed by Research Manitoba when the reports are to be completed. We are working to make data pre-populate, where possible, the forms to minimize input burden. You can view the report templates on Research Manitoba's website.

## Decision Process

### **1. Screening**

Research Manitoba reserves the right to declare ineligible applications that are incomplete or do not meet application eligibility requirements. For this reason, Research Manitoba encourages all applicants to review the eligibility requirements and the appropriate application checklist prior to submitting their applications.

### **2. Independent Review**

Research Manitoba employs a competitive process and independent review to evaluate and select funding proposals for the Board's approval. The independent review is undertaken by a committee of active researchers and/or professionals constituted appropriately to suit the nature of applications under review. Each committee is chaired by a respected individual from a relevant field.

### **3. Criteria**

The criteria used in the peer review process are specified in the following sections describing Research Manitoba's funding award programs.

### **4. Evaluation Criteria**

Reviewers for all research funding programs use the following 5-point scale to rate proposals:

4.5 - 4.9	outstanding
4.0 - 4.4	excellent
3.5 - 3.9	very good
3.0 - 3.4	good
2.5 - 2.9	needs revision
2.0 - 2.9	needs major revision
1.0 - 1.9	below average
0 - 0.9	not acceptable

### **5. Approvals**

The Research Manitoba Board makes final approvals of all grants and awards, based on review committee recommendations, compliance with all requirements, and budget considerations.

### **6. Notification**

All applicants are electronically notified of the outcome (if they used the GMS, a notification letter will be provided from their GMS portfolio page). Where applicable, all applicants will be provided with feedback from the independent review process.

Successful applicants will receive notification informing them of the type of grant or award and the amount of the grant or award. Where applicable, copies of the notifications will be sent to the business officer of the host institution. Successful applicants must accept and indicate a start date via the GMS system (or by email where the competition is not managed by the GMS).

## 7. No Appeal

The Research Manitoba Board does not have an appeal process for decisions made by review committees. The recommendations of the review committees that are ratified by the Board are always considered final.

## Grants and Awards Management

### 1. Accounts

Upon receiving notice of a grant or award recipient's acceptance, Research Manitoba will send the funding information to the host institutions, where applicable. The funds provided by Research Manitoba are administered by the business officer of the host institution. Expenditures from each grant must be authorized by the grantee whose responsibility it is to see that funds are used only for expenditures directly related to the project approved for funding.

### 2. Accounting

Financial offices at host institutions are responsible for:

- Establishing a separate research account for each grant or award;
- Managing the research account and ensuring the timely flow of funds to researchers;
- Submitting to Research Manitoba a statement of expenditures signed by the grantee as soon as practical after the close of the grant year; and
- Notifying Research Manitoba immediately if the grantee is unable, for any reason, to carry out or to complete the research for which funds are provided.

### 3. Expenditures

All expenditures must meet the Research Manitoba's policies on eligible expenses and student support. Funds are to be spent according to budgets approved during the review and decision process.

**Note: Indirect costs of research are NOT an eligible expense within a Research Manitoba grant.**

Indirect costs are defined as the costs (e.g. the central and departmental administrative costs) that institutions incur to support research.

Occasionally, it may be necessary to reallocate grant funds between approved categories if the needs or circumstances of the project have changed. Grant holders need Research Manitoba approval for such reallocation only if the change involves 25% or more of the grant's total.

Research Manitoba grants may be used only for expenses incurred during the term of the grant. Please note the following:

- The unspent balance of a grant (not an award) does not lapse at the end of the grant period. Grant recipients have a minimum of one additional fiscal year, beyond the expiry date of their grant to use their unspent funds (i.e., up to March 31 of the next full fiscal year). This authority to use funds is provided to the end of Research Manitoba's fiscal year.

For example

- If a funding expiry date is March 31, 2019, the automatic extension period will end on March 31, 2020;
- If a funding expiry date is September 30, 2019, the automatic extension period will end on March 31, 2021.

- Should the project/program under which the grant was awarded be permanently suspended prior to all grant funds being exhausted, all remaining funds must be returned to Research Manitoba no later than 90 days after the award was suspended.
- Grants are awarded for the support of research at the specified institution where the recipient is located. If the grantee moves from one institution to another the grant is normally terminated and the remaining funds returned to Research Manitoba. With prior written permission of Research Manitoba however, it may be possible to transfer the unexpended balance of the grant to another institution within the province of Manitoba.
- Equipment purchased through a Research Manitoba grant is vested in the name of the sponsoring institution.
- Any commitment incurred by a grantee in excess of the grant funds is not the responsibility of the Research Manitoba.
- Should Masters students be supported from this grant, their salary support must be no more than \$17,850.
- Individuals paid from funds awarded by Research Manitoba are not Research Manitoba employees. Employer contributions to benefit plans normally available to the employee are the responsibility of the institution, but may be charged to the appropriate grant.

#### 4. Equipment

Research Manitoba's definition of equipment is any item (or interrelated collection of items comprising a system) of nonexpendable tangible property, having a useful life of more than 1 year and a cost of \$2,000 or more, which is used wholly or in part for research.

Note that all three conditions must be met for an item to be considered equipment, i.e.:

1. nonexpendable tangible property; and,
2. useful life of more than 1 year; and,
3. a cost of \$2,000 or more.

To be considered materials or supplies an item must meet only one of the following conditions:

1. expendable tangible property; or,
2. useful life of 1 year or less; or,
3. a cost of less than \$2,000, excluding the non-reimbursable portion of taxes.

For example, a laptop computer that costs less than \$2,000 would be considered as materials or supplies even though it is a nonexpendable tangible item with a useful life of more than one year.

#### 5. Leaves of Absence

Where applicable, the general policies of the host-institution relating to ordinary vacation, extended illness, maternity, parental, family, or other types of leave of absence shall be applied to holders of a salary award or in the determination of eligibility for a grant or award. At post-secondary institutions, the head of the department, and the Dean of Faculty or Research Director, are required to notify Research Manitoba of any leave to be taken by an award holder, apart from ordinary vacation leave, in order that adjustments can be made to the dates of tenure of the salary award. Where applicable, the award is held in abeyance for the duration of all leaves taken. The term of the award will be extended by the duration of the leave, to a maximum of two years.

## **6. Research Manitoba Acknowledgement**

Awardees shall acknowledge the financial support provided by Research Manitoba in any publications or communication materials during the term of the award or that arise, in whole or in part, as a result of the award. In the case of partnership awards, awardees shall acknowledge the financial support provided by Research Manitoba and the partner.

### **Research Manitoba - [Logo Download](#) and Guidelines**

Research Manitoba requires that award recipients recognize the Board's support by using the logo on posters, presentations, and other similar printed material. Please use the logo as it appears, please do not alter the colour or crop any part of the image. The EPS format of the logo can be increased or decreased to any size without loss of quality. Please contact [kristen.hooper@researchmb.ca](mailto:kristen.hooper@researchmb.ca) if you have any questions about using the logo.