



Research  
Manitoba

# Finance & Administration Guide

## Preface

Research Manitoba is a provincial funding agency, which provides funds for research and innovation in health, natural sciences and engineering, and social sciences and humanities in Manitoba.

Research Manitoba's primary focus is to oversee investments in research and innovation being conducted in Manitoba's post-secondary institutions, and its partners including affiliated research centres and hospitals, companies, and not-for-profit organizations. Research Manitoba investments encompass excellence in knowledge discovery, support the translation of knowledge into improved policy, products and services, and support research that demonstrates economic promise for application to local business and industry receptors. Research Manitoba supports pre-commercialization activities designed to improve the competitive position of Manitoba's applied research organizations such that Manitoba industries may be assisted in accelerating the pace of innovation in the province.

## Contact Information

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

## Award and Grant Requirements

### General

Since 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. A checklist of the required materials for each program application are included in the **Program Guide**, which is available from each program's webpage. 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 application is concise, well-written and easy to follow. All abbreviations and acronyms should be explained, and jargon kept to a minimum.

### 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.

### Ethics

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

- i. [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans \(TCPS 2\)](#) from the [Panel on Research Ethics](#);
- ii. [Tri-Agency Framework: Responsible Conduct of Research](#) (2016);
- iii. [Canadian Biosafety Standards and Guidelines](#)

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.

### **Handling of Animals**

The handling of animals used in research supported by Research Manitoba must be in accordance with the [standards and 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.

### **Research Involving Radioactive Materials**

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

### **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.

### **Open Access**

Research Manitoba strongly encourages recipients of our research grant and award programs to engage in Open Access practices. As a publicly funded agency, we have a strong interest in promoting the availability of findings that result from the research we fund to the widest possible audience. Grant recipients are strongly encouraged to use institutional and/or discipline specific repositories for research publications, or journal Open Access options if available.

### **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.

### **Reporting Requirements**

Research Manitoba requires grant recipients to report their research results at the completion of their grant, through an end of grant report. This report is an important tool for Research Manitoba's accountability with the Government of Manitoba.

The report is 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 report is to be completed. We are working to make data pre-populate, where possible, in the forms to minimize input burden. You can view the report templates on Research Manitoba's website under the 'Funding' tab.

## Decision Process

### 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.

### Independent Review

Research Manitoba employs a competitive process and independent review to evaluate and select funding proposals for the Board of Directors' 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.

### Evaluation Criteria

The criteria used in the peer review process are specified in the 'Assessment Criteria' section of the grant or award opportunity **Program Guide**.

Reviewers for all Research Manitoba 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

### Approvals

The Research Manitoba Board of Directors has the final approval on all grants and awards, based on review committee recommendations, compliance with all requirements, and budget considerations.

### Notification

All applicants are electronically notified of the outcome. Where applicable, applicants are 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.

### Appeals

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

## Grants and Awards Management

### Accounts

Upon receiving notice of a grant or award recipient's acceptance, Research Manitoba will send the funding information to the host organization. The funds provided by Research Manitoba are administered by the Business Officer of the host organization. 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.

### Accounting

Financial Offices at host organizations 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.
- CFI Only: Notifying Research Manitoba immediately if there is an amendment to the CFI award. This includes changes to the end date and/or dollar amounts.

### Expenditures

All expenditures must meet 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.

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 research grant (not a trainee award) does not lapse at the end of the grant period. Research 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, 2020, the automatic extension period will end on March 31, 2021;
- If a funding expiry date is September 30, 2020, the automatic extension period will end on March 31, 2022.
- Should there be any funds remaining at the end of the automatic extension period, all remaining funds must be returned to Research Manitoba no later than 90 days after the end of the automatic extension period (by June 30<sup>th</sup> of that year).
- Should the project/program 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 a specific organization where the recipient is located. If the grantee moves to a new organization, the grant is normally terminated and the remaining funds are returned to Research Manitoba. With prior written permission of Research Manitoba, it may be possible to transfer the unexpended balance of the grant to another organization within Manitoba.
- Equipment purchased through a Research Manitoba grant is vested in the name of the sponsoring organization.
- 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. Stipend amounts paid to PhD and/or Postdoctoral Fellows should be in accordance with the grantee's home institution.
- 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.
- CFI Only: Research Manitoba will only provide 1:1 matching funds with CFI, up to a maximum of 40% of the total project costs.

**Note:** Indirect costs of research are not an eligible expense for Research Manitoba grant and award programs. Indirect costs are defined as the costs (e.g. the central and departmental administrative costs) that institutions incur to support research.

**Note:** Course reduction or course buy-out time is not an eligible expense.

### **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 one (1) year and a cost of \$2,000 or more, which is used wholly or in part for research.

All three conditions must be met for an item to be considered equipment:

1. nonexpendable tangible property; and,
2. useful life of more than one (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 one (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.

### **Leaves of Absence**

Where applicable, the general policies of the host organization 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. Award/Grant recipients 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. A signed letter confirming the approval and term of the leave of absence is required from the sponsoring organization. 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.

### **Research Manitoba Acknowledgement and Logo**

Acknowledgement of Research Manitoba financial support for your research fosters an appreciation of the important role funding plays in making good science happen. Grantees and award recipients are required to acknowledge Research Manitoba funding whenever possible, verbally or in writing.

Research Manitoba requires that recipients recognize our support by using the [Research Manitoba logo](#) on posters, presentations, and other similar printed material. Please use the logo as it appears, 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 the Research Manitoba [Communications Officer](#) if you have any questions about using the logo.

In the case of partnership awards and grants, please acknowledge the financial support provided by Research Manitoba and the partner.