



Research
Manitoba
researchmanitoba.ca

Finance and Administration Guide

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Preface

Research Manitoba is a provincial funding agency that 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 develop and deliver funding programs that promote, support, and coordinate research excellence and innovation in the province being conducted by Manitoba researchers, post-secondary institutions, and other 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 Procedure and General Information: helpdesk@researchmb.ca

Phone: 204-775-1096

Mailing Address: Research Manitoba
A201 Chown Building
753 McDermot Avenue
Winnipeg, MB R3E 0T6 Canada

Award and Grant Requirements

General

As there are differences in the application requirements for each grant or award, we recommend reviewing all the information about the requirements for your program *before* beginning your application.

A checklist of required materials for each application is included in the **Program Guide** 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 program guide or 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 \(2022\) \(ethics.gc.ca\) \(TCPS 2\)](#) from the [Home: The interagency Advisory Panel on Research Ethics \(PRE\)](#)
- ii. [Tri-Agency Framework: Responsible Conduct of Research](#) (2021)
- iii. [Canadian Biosafety Standards and Guidelines - Canada.ca 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 [CCAC - Canadian Council on Animal Care: Guidelines](#). 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.

Funding and Reporting Requirements

All fully or partial funding recipients of Research Manitoba awards/grants, regardless of value, are required to submit either an interim and/or end-of-grant report. Custom reporting tools may be utilized by Research Manitoba or if agreed upon by Research Manitoba and a joint funding partner(s) if determined to be more efficient or appropriate.

- i. Project(s) of funding recipients that are one year or less in term length will only require an end-of-grant report to be submitted to Research Manitoba within six months of the end-of-grant date. If an extension is granted that increases the term length of the project to any period of time exceeding one year, then ii) will immediately take effect.
- ii. Project(s) of funding recipients that are longer than one year in term length will require one interim report per year for every year the project is active as well as an end-of-grant report to be submitted to Research Manitoba within six months of the end of grant date.
- iii. Research Manitoba will periodically review the host organizations' use and administration of grant funds to assess the effectiveness of policies, systems, and internal controls, and to ensure compliance with relevant requirements.

Compliance with this policy and/or any relevant policies or requirements of Research Manitoba is a condition of applying for, holding, or administering Research Manitoba award/grant funds. Any recourse that may be exercised for a confirmed breach of Research Manitoba policy and/or requirements will be commensurate with the nature of the breach.

Matters involving financial mismanagement, where there is evidence of fraud or other unlawful activity will be referred to the appropriate authorities.

If funding recipients of either fully or partially issued awards/grants by Research Manitoba do not submit an interim report within 90 days upon request after two reminders have been sent by Research Manitoba within the 90 days then any and all funds still available will not be released by Research Manitoba and/or the applicable administering institution(s) to the funding recipient until the interim report is submitted. If funding recipients of any award/grant fully or partially issued by Research Manitoba do not submit an end-of-grant report upon requested, then they will be ineligible for any future awards/grants until the outstanding report has been submitted.

Interim and end-of-grant reports are important tools that enable Research Manitoba to:

- Inform internal and external decision makers (e.g., Research Manitoba Board of Directors) about the ongoing performance of funded projects and programs to ensure they are aligned with the strategic goals and objectives of the organization.
- Strengthen the quality and impact of existing programs as well as identify opportunities for new programs.
- Produce reports with required information requested by the Province of Manitoba.

Reporting templates for all Research Manitoba programs may be found on our website here: <https://researchmanitoba.ca/funding/grant-report-templates/>.

In addition to the reporting requirements noted above, all award/grant recipients, fully issued by Research Manitoba, are **required to serve as a reviewer for the program in which they have received an award/grant.** Serving as a reviewer will be at a time agreed upon by Research Manitoba and the award/grant recipient that is within three fiscal years starting from the conclusion of the award/grant in which the funding recipient received.

Lastly, all funding recipients of either fully or partially issued awards/grants by Research Manitoba agree to participate in evaluation for the purposes of planning accountability and the assessment of impact of Research Manitoba funding.

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 – 2.4	Needs major revision
1.0 – 1.9	Below average
0.0 – 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.

Research Manitoba funding is expected to be held at the researcher/applicant's home academic institution. Limited exceptions to this may be considered on a case-by-case basis. It is the responsibility of the researcher who is receiving Research Manitoba funds, to ensure that their home academic institution is informed in writing to ensure the following: (a) the institution is aware of the project; (b) the researcher has in place all of the requirements to conduct the research (e.g., ethics approval, biosafety permits, etc.); (c) the institution is aware of who the individuals involved with the research are; and (d) the researchers have access to the necessary facilities to conduct the research.

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:

- i. Establishing a separate research account for each grant or award
- ii. Managing the research account and ensuring the timely flow of funds to researchers
- iii. Submitting to Research Manitoba a statement of expenditures signed by the grantee as soon as practical after the close of the grant year
- iv. 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
- v. **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.

Extension Requests

Research Manitoba grant recipients have an automatic extension of one (1) additional fiscal year, beyond the expiry date of their grant to use their unspent funds. In addition to this extension, Research Manitoba may provide one (1) no-cost extension per grant.

Extensions requests must be formally submitting the Extension Request Form found on our website here: <https://researchmanitoba.ca/funding/extension-request>

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:

- i. 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.
- ii. 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 30th of that year).
- iii. 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.
- iv. 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.
- v. Equipment purchased through a Research Manitoba grant is vested in the name of the sponsoring organization.
- vi. Any commitment incurred by a grantee in excess of the grant funds is not the responsibility of the Research Manitoba.

- vii. Should Masters students be supported from this grant, their salary support must be no more than \$20,000. Stipend amounts paid to PhD and/or Postdoctoral Fellows should be in accordance with the grantee's home institution.
- viii. 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.
- ix. 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:

- i. nonexpendable tangible property; and,
- ii. useful life of more than one (1) year; and,
- iii. a cost of \$2,000 or more.

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

- i. expendable tangible property; or,
- ii. useful life of one (1) year or less; or,
- iii. 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.

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

Research Manitoba requires that recipients recognize our support by using the Research Manitoba logo on posters, presentations, and other similar printed material.

Research Manitoba Logo Branding Guidelines:

- i. Our logo is the main element of our brand and a reflection of our values and work. As our signature, our logo must be used consistently across all our communications and must not be recreated. Only official versions are allowed to be used via an authorized logo file obtained from Research Manitoba.
- ii. Whenever our logo needs to be placed on a coloured background, photograph, or textured background, a single colour version of the logo must be utilized, with black or white as the main choices.
- iii. To ensure full legibility, our logo must be surrounded by a clear safe area and not placed right against another logo or border.
- iv. By defining minimum sizes for each version of the logo, we ensure all the elements will be easy to read and identify. Please ensure our logo is always displayed at a minimum of 1" / 75 px on its shortest side.
- v. The Research Manitoba logo must not be edited or manipulated in any way. Please refrain from using outdated or non-approved versions of our logo.

Research Manitoba Website and Social Media Information to include in posts:

- Website: www.researchmanitoba.ca
- X (Twitter): https://twitter.com/Research_MB
 - Tag: @Research_MB
- Facebook: <https://www.facebook.com/ResearchMB>
 - Tag: @ResearchMB
- LinkedIn: <https://www.linkedin.com/company/research-manitoba>
 - Tag: @Research Manitoba

Please contact Research Manitoba's Help Desk by email at helpdesk@researchmb.ca or by phone at 204-775-1096 to request the Research Manitoba logo or for any inquiries about utilizing our logo.