

# RCFTRG Research Funding Reimbursement Process

This funding opportunity is offered by the Department of Pediatrics with the support of the Women and Children's Health Research Institute (WCHRI). Residents and fellows can access up to \$2,000 (plus an additional \$780 for biostatistics support) to carry out an independent research project. The proposed work should be within the applicant's ability to execute independently, within the time available, under the guidance of the proposed supervisor/mentor. Awardees may hold this grant once per eligible program type.

## Step I - Proof of Approval

(the process for all trainees is the same)

1. Please make sure that expenses have been budget approved prior to submission.
2. Attach copy of the budget with receipt when submitting expenses to Finance ([pedsfin@ualberta.ca](mailto:pedsfin@ualberta.ca)).

## Step II - Reimbursement Process

(the process for all trainees is the same)

1. Ensure that Beartracks has your current personal information including your home address and direct deposit information.
2. After the expense has occurred, head to the [Enterprise Applications](#) page and click on Financials to log on to PeopleSoft using your CCID and password.
3. Enter claims based on the **date the expense/payment was incurred, with the exact GST amount listed on the receipt. If no clear GST amount is listed enter "No GST"**.

**Note: If you are purchasing gift cards, please indicate the corresponding information on the attached Gift Card Payment Tracking spreadsheet.**

4. Compile expense report, and receipts into one package for Peds Ed Finance to review. You can also scan these documents and email [pedsfin@ualberta.ca](mailto:pedsfin@ualberta.ca). **For scanned copies, additional documentation may be requested.**
5. **BEFORE SUBMISSION, you can save your progress and contact [pedsfin@ualberta.ca](mailto:pedsfin@ualberta.ca) with any questions. This allows the Finance contact to review your claim and advise you of any changes required prior to submission.**

### PLEASE NOTE:

You may be asked for additional information as circumstances dictate.

All claims should be submitted within **30 days of original expense/purchase date.**

**If expenses exceed the approved amount: Enter and submit only up to the amount that was approved for funding. If you submit more than the approved amount, the claim will be sent back to you for revision and your claim will be delayed.**

Please review the link below for information regarding the University Policies.

[Expense Reimbursement Procedure](#)