

SSHRC Insight Grants: Managing Your Grants Effectively

SSHRC Insight & Insight Development Grants Support Session
July 18, 2019

SSHRC INSIGHT GRANTS PROGRAM

Program	Duration	Fund	Cash/In-Kind
Insight Grant Stream A	2 – 4 years	Up to \$100,000	Not required
Insight Grant Stream B	2 – 4 years	\$100,001 - \$400,000	Not required
Insight Development Grant	Up to 2 years	\$7,000 - \$70,000	Not required

Post Award Changes With Your Submitted Application

- Any amendment to the application regarding team members (add, delete, change of institution, change of role, etc) PI is to fill out Tri-Agency amendment form and provide to RSO in order to submit the request - [Link to Amendment Form](#)
- If you are changing institutions during the life of the grant you must contact RSO to begin the process of transferring your grant to an eligible Canadian Institution. RF can help with [Amendment Form](#) and other required forms.
- If there is any major change in the scope of work of your project you must contact SSHRC for approval and provide SSHRC approval to RSO
- If there is a **significant** departure in the budget of your project you must contact SSHRC for approval and provide SSHRC approval to RSO
 - Small or modest changes in your budget do not require SSHRC approval as long as the expenses meet Tri-Agency eligibility
 - If unsure contact your faculty assigned [Research Facilitator](#)

What happens if your SSHRC amount was reduced?

- If drastically reduced it can be a challenge to complete project
 - Consider other sources of funds (internal or external)
 - 1 option would be to increase your in-kind contributions rather than secure cash
 - Example – consider Mitacs for student research graduate assistance
 - This requires a partner to contribute
- SSHRC does not require a revised budget but good practice to revise your budget to help you and your dept/project staff to manage your funds

CASH AND/ IN-KIND CONTRIBUTIONS

- Cash contributions – two options for accessing the funds
 1. Contributors can send/transfer the cash commitment to the UofA or your faculty or department
 - Action steps required
 - PI creates and submits new project request in Researcher Homepage
 - PI advises RSO if RSO needs to invoice for payment from external contributor
 - No invoicing required for internal fund transfer between faculties/departments
 2. Contributors manage the cash commitments – no transfer to UofA or your faculty or department
- It is up to the PI to follow up, confirm and manage in-kind contributions during the life of the grant

ELIGIBLE AND INELIGIBLE USE OF FUNDS

- Prior to filling out Funds Requested from SSHRC page, see the new Tri-Agency Financial Administration Guide in the use of grant funds.

<https://www.ualberta.ca/research/services/receive-manage-funding/manage-funding/renewal-of-the-tri-agency-financial-administration>

- Use of grant funds are eligible if they meet the four principles.
- Most expenditures that were eligible in the past continue to be eligible under the new Guide.

UNIVERSITY OF ALBERTA RATES & REGULATIONS

- In general, grant funds are to be used in accordance with the policies of the Agencies (SSHRC, NSERC, CIHR), including the harmonized *Tri-Agency Financial Administration Guide* and Agency grants and awards guides.
- In the presence of both Agency and institutional pronouncements, the Agency prevails, recognizing that the grant recipient must also comply with applicable institutional requirements.
- If the Guide is silent on a specific subject, the administering institution's pronouncements will apply.
- In those cases, the University of Alberta's policies and procedures (UAPPOL) can provide budget information to applicants.

Role of RSO in Managing Your Grant

- Annual Financial Statements – Form 300 must be submitted by RSO to Tri-Agency around May. RSO will contact PI in order to review and sign this form. PI is not required to generate this form and submit.
- Project Closure – RSO will handle the financial closure of your project. PI is responsible to complete and submit an [Insight Achievement Report](#) at the end of IG/IDG project. Any unspent funds at the end of the project RSO will lapse to the VPR General Research Fund with SSHRC approval
- RSO will only temporarily inactivate your project (during the life of the project) if your project is over expended. Work with your Department to clear any over expenses to reactivate your project
- RSO will not close your project while you are on sabbatical or other leave

Role of Faculty and Department in Managing Your Grant

- Process, confirm eligibility and approve online expenses
- Clear over expenditures
- Personnel appointments and payments
- May assist with creating amendments and transfer of funds
- Advice on faculty and/or department contributions (cash or in-kind)
- PI is responsible for monitoring their grants via ETRAC
 - [Roles and Responsibilities Procedure](#)

Grant Extensions

Extensions

- SSHRC Automatic extension – for a maximum of 1 year
- Other types of extensions: length of time varies (max request of 1 year). Justification needed in amendment form. Approval is case by case. [Sabbatical and Admin responsibilities are not a justification]
 - Extended leaves such as Parental/Maternity or Medical Leave (includes caregiver duties)
 - Extraordinary circumstances: eg. War in country of research; difficulty in hiring staff
 - PI needs to work with RSO to provide sub grant extension (or additional funds)

Deferral of Instalments

Deferrals

- PI will receive a notification (October) from SSHRC if the project has a build up of funds (i.e., the award balance as of March 31st of that year is 75% or greater) to request PI to:
 - 1. Defer the next instalment ; OR**
 - 2. Justify need for the next instalment**
- PIs can request a deferral of the next instalment/annual commitment from the Agency even without a build up of funds if believes that the scheduled instalment/annual commitment for the next financial year will not be needed at that time. Cannot defer after final instalment is received.
- Maximum number of deferrals is 2 times. Adds 1-2 years to your project.

UNIVERSITY OF ALBERTA RATES & REGULATIONS

- University of Alberta has standard or recommended rates or can offer budget advice on the following categories:
 - **Travel Rates (air, accommodation, meals, mileage, ground ...), Hospitality, Parking, Conference Fees, Vehicle Rental**
 - See UAPPOL Travel Expense Procedure and Appendix A: Schedule of Allowable Travel Expenses - Contains allowable rates and reimbursable expenses: e.g. Meals per diem – full day allowances = \$60 within North America and \$85 Outside NA, mileage \$0.50/km, incidental allowance rate max \$10/day, etc.

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Travel-Processes-and-Expense-Procedure-Appendix-A-Schedule-of-Allowable-Expenses.pdf>

➤ **Working Sessions/Committee Meetings**

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Hospitality-Working-Sessions-Meetings-and-University-Employee-Functions-Procedure.pdf>

UNIVERSITY OF ALBERTA RATES & REGULATIONS

- **Personnel Rates: UA Graduate Research Assistants / Undergraduate Students / Project Staff / Postdoctoral Fellow and Non-UA personnel**
 - See Human Resource Services – Collective Agreements
 - See/Ask Postdoctoral Fellow Office – Pay and Benefits Rates and Health Coverage
 - Types of personnel hired: Academic Continuing and Temporary Staff, Support Staff, Graduate Students. Undergraduate students, UA Careers provides useful information on rates being paid for technicians, non-student research assistants, project coordinator or manager, etc.

<https://cloudfront.ualberta.ca/-/media/hrs/pay-and-tax-information/salary-scales/gsa2017-18.pdf>

<https://cloudfront.ualberta.ca/-/media/hrs/my-employment/agreements/graduate-student-assistanship-agreement.pdf>

<https://cloudfront.ualberta.ca/-/media/hrs/pay-and-tax-information/salary-scales/support-2016-17.pdf>

<https://www.ualberta.ca/research/support/post-doctoral-office/pay-benefits>

- **Non-UA personnel:** Use rates set by other university institutions or organizations.
- **Honorarium / Participant Incentives for Indigenous people:** New rates set by University (SSHRC for incentives is “modest”)

UNIVERSITY OF ALBERTA RATES & REGULATIONS

- **Space Rates** (only eligible per SSHRC regulations to request SSHRC to fund or use as cash or in-kind)
 - If UA space: ask Faculty's Space and Facilities staff or University Facilities for a sense of an amount – either as space to request from SSHRC or to include as part of 35% cash/in-kind
 - If Outside space: ask the relevant institutions or organizations what space normally cost. If not available, use current market rates as a guide.

- **Goods and Services Rates: Supplies / equipment / software & licenses / transcription & other services**
 - Ask faculty or university IT units or use the internet for pricing computer and other electronic devices
 - See Supply Management Services – SupplyNet (vendors/suppliers), Contract for Service, etc.
<http://www.sms.ualberta.ca/>

- **Research Data Management Plan / Open Access-related expenses**
 - Ask/Consult UA Libraries' librarians who can assist with RDM and OA needs

QUESTIONS?

Thank You!

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