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|  BRANDON UNIVERSITY | Brandon University Natural Sciences and Engineering Research Council of Canada (NSERC) and Social Sciences and Humanities Research Council of Canada (SSHRC) General Research Fund (GRF) Policy | <i>First Approved: May 13, 2017</i> |
| | | <i>Updated: January 27, 2024 (VPRGS Title Change only)</i> |
| <i>Board of Governors Policy</i> | <i>Approved by Board of Governors Administered by: Vice-President (Research & Graduate Studies)</i> | <i>Reviewed:</i> |

Policy Statement

Brandon University shall use NSERC and SSHRC General Research Funds to support research in the fields of natural sciences and engineering, and social sciences and humanities.

Description

NSERC and SSHRC allow residual balances from most grants to be retained by Brandon University under certain conditions determined by their Finance and Awards Administration Division. NSERC and SSHRC expect funds to be used in a timely manner for the broad purpose of enhancing the quality of research in the natural sciences and engineering or in the social sciences and humanities, as applicable. These residual funds are maintained in GRF accounts and used to advance research at Brandon University and stimulate new research initiatives.

A Residual Balance, as defined by the Tri-Agency, is an amount corresponding to 50% or less of an allocated grant. Any higher amount is deemed to be an unspent grant and a reimbursement is required.

A General Research Fund (GRF) Account is a special account opened under the authority of the Vice-President (Research & Graduate Studies), into which the unspent funds of expired or terminated grants are transferred with the authorization of the granting agencies. Separate GRF accounts are held for NSERC and SSHRC funds.

Transfer Conditions

GRF transfers are authorized by NSERC and SSHRC under the following conditions:

- The amount to be transferred corresponds to the definition of a residual balance;
- Brandon University has completed the annual reconciliation of active awards by submitting the Statements of Account (Form 300); and
- Brandon University has spent at least 50% of the opening balance of its GRF during the current year.

Objective

The GRF is used to reinvest unspent funds from previous years to support research in the fields of natural sciences and engineering or social sciences and humanities, as applicable. The GRF

may be used to provide small start-up grants to new professors, bridge funding to professors who are between applications, or additional funds for professors to support their research.

To promote the active use of unspent funds for various research projects, Brandon University must spend at least 50% of the GRF opening balance of its GRF during the fiscal year.

Eligible Expenses and Compliance

The Tri-Agency eligibility and compliance requirements for expenditures charged to grants also apply to expenditures charged to the GRF. The policies and requirements of the agencies stated in the [Tri-Agency Financial Administration Guide](#) apply at all times to the use of GRF funds. Please consult the [Use of Grant Funds](#) section of the Guide for additional information on eligible expenses.

Grant Management and Authorization of Expenditures

The General Research Fund (GRF) is managed and administered by the Office of the Vice-President (Research & Graduate Studies). The Vice-President (Research & Graduate Studies) is responsible for authorizing expenditures charged to the GRF in accordance with the requirements and conditions of the grants and with the Tri-Agency's and Brandon University's policies.

Tri-Agency Reports

Brandon University shall submit annually to the agencies a Statement of Account (Form 300) for each GRF (NSERC and SSHRC) for the period of April 1 to March 31. The deadline to submit the Form 300 for the GRF is June 30. This annual GRF reconciliation exercise allows NSERC and SSHRC to track incurred expenses and accumulated balances. It is also used to authorize or not authorize transfers to the GRF of the upcoming fiscal year.