

 <b>BRANDON UNIVERSITY</b>	<b>RESEARCH FINANCIAL ADMINISTRATION FRAMEWORK</b>		
<b>Administrative Policy</b>	Policy Sponsor:	Vice-President (Research & Graduate Studies)	<b>First Approved:</b> <i>May 11, 2026</i>
	Primary Contact:	Research Compliance & Policy Officer	<b>Last Updated:</b> <i>May 11, 2026</i>
	Approved by	Vice-President (Research & Graduate Studies)	<b>Effective Date:</b> <i>June 1, 2026</i> <b>Review Scheduled:</b> <i>June 1, 2029</i>

### Statement of Institutional Commitment

Brandon University is committed to the responsible stewardship of research funds and to maintaining a clear, consistent, and transparent framework for research financial administration. Effective governance supports research excellence, accountability to funding agencies, and public trust.

This Framework establishes the institutional foundation for administering research funds with clarity, accountability, and alignment with institutional and sponsor expectations. It supports an environment in which research excellence can be pursued with confidence and integrity.

### 1. PURPOSE

Brandon University establishes this Research Financial Administration Framework to define institutional governance for the financial administration of research funds.

The Framework establishes the institutional structure governing financial stewardship, accountability, and oversight of research expenditures, and defines the authority under which research financial policies operate.

Its purpose is to ensure that research funds are administered consistently, responsibly, and in alignment with both institutional expectations and funding agency requirements.

### 2. SCOPE

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*This document can be obtained in alternative formats from the Office of the Vice-President (Research & Graduate Studies), Room 006 McKenzie Building.*

This Framework applies to all research funding administered by Brandon University, including externally sponsored research, internally funded research, and other research-related financial awards.

Operational policies established under this Framework may apply to specific funding environments where identified.

### 3. DEFINITIONS

**Framework:** means the Research Financial Administration Framework

**Grant Holder:** means an individual authorized by Brandon University to hold and administer research funding

**Operational Policy:** means a policy established under this Framework governing specific categories of research expenditures

**Research Activities:** means activities directly related to the design, conduct, administration, dissemination, mobilization, or oversight of research

**Research Funds:** means all internally or externally funded financial resources administered by Brandon University for research purposes

**TAGFA:** means the Tri-Agency Guide on Financial Administration

**University:** means Brandon University

### 4. POLICY

#### a) Governance Structure

Brandon University administers research funds through a governance structure intended to promote:

- Accountability and responsible stewardship;
- Transparency and consistency in financial decision-making;
- Appropriate oversight and financial control;
- Alignment with applicable funding agency requirements; and
- Institutional clarity in roles and responsibilities.

This Framework provides the governance structure supporting research financial administration.

#### b) Policy Hierarchy

- i) Level 1 — Research Financial Administration Framework

This Framework establishes institutional principles, governance expectations, and overall authority.

ii) Level 2 — Operational Research Financial Policies

Operational policies establish requirements governing specific categories of research expenditures.

- Research Travel and Travel-Related Subsistence Policy
- Research Hospitality Policy
- Research Compensation and Research Personnel Payments Policy
- Research Goods, Services and Equipment Policy
- Research Internal Transfers and Financial Controls Policy

Operational policies must be interpreted in alignment with this Framework.

iii) Level 3 — Procedures and Administrative Guidance

Procedures, forms, and administrative guidance support implementation of policies and operational processes.

Procedures do not establish policy and must remain consistent with this Framework and associated operational policies.

**c) Institutional Responsibilities**

i) Grant holders are responsible for ensuring that expenditures charged to research accounts:

- Directly support approved research activities;
- Comply with applicable funding agency requirements; and
- Comply with institutional research financial policies.

ii) Office of the Vice-President (Research & Graduate Studies)

The Office of the Vice-President (Research & Graduate Studies) provides oversight for the implementation of this Framework and supports institutional governance for research financial administration.

The Office holds final authority over the interpretation and application of research financial administration requirements, including determination of eligibility and approval of exceptions.

Within the Office:

- **Research Compliance & Policy Officer:** Provides guidance on policy interpretation and supports consistent application across the institution.
- **Research Accountant:** Supports research financial administration, financial oversight, and coordination with Financial & Registration Services.

iii) Financial & Registration Services supports research financial administration through:

- Reviewing and processing financial transactions;
- Verifying documentation and financial accuracy;
- Maintaining financial records and systems; and
- Supporting institutional financial controls and accountability requirements.

#### **d) Financial Administration Principles**

- Expenditures must be reasonable and directly connected to research activities.
- Transactions must be appropriately authorized.
- Financial activities must be supported by adequate documentation.
- Financial decisions must reflect prudent stewardship of research funds.
- Personal benefit from research funds is not permitted.
- Financial administration must support transparency and accountability.
- Employees, faculty, and staff involved in the authorization, administration, or review of research expenditures must comply with the Brandon University Conflict of Interest Policy (Board By-Law #10).

#### **e) Oversight and Review**

Research financial activities are subject to institutional oversight under this Framework.

Oversight supports accountability, financial integrity, and continuous improvement of research financial administration practices.

Oversight activities may include review of transactions, supporting documentation, expenditure patterns, or financial practices as part of institutional review processes.

#### **f) Training and Awareness**

Brandon University recognizes that effective research financial administration requires ongoing awareness and understanding of institutional expectations.

The Office of the Vice-President (Research & Graduate Studies), with support from the Research Compliance & Policy Officer and Research Accountant, coordinates training and awareness activities related to research financial administration.

Training is required for:

- Grant holders;

- Individuals with financial signing authority; and
- Research administrative personnel supporting research activities.

Completion of required training will be reviewed by the Office of the Vice-President (Research & Graduate Studies) to support institutional oversight and compliance with funding agency expectations.

#### **g) Relationship to Funding Agency Requirements**

Brandon University aligns its research financial administration practices with the Tri-Agency Guide on Financial Administration (TAGFA), recognizing it as a foundational standard for research fund stewardship, while ensuring that this Framework applies to all research funding administered by the University.

Research funds administered by Brandon University remain subject to applicable funding agency requirements.

Where funding agency requirements impose additional or more restrictive conditions than institutional policy, those funding agency requirements prevail.

#### **h) Interpretation and Guidance**

The Office of the Vice-President (Research & Graduate Studies) coordinates interpretation of this Framework and associated operational policies to support consistent institutional application.

The Research Compliance & Policy Officer serves as the primary institutional contact for guidance on policy interpretation and supports consistent application across the institution.

### **5. POLICY AUTHORITY**

- **Policy Sponsor:** Vice-President (Research & Graduate Studies)
- **Primary Contact:** Research Compliance & Policy Officer
- **Approval Authority:** Vice-President (Research & Graduate Studies)

### **6. RELEVANT LEGISLATION**

none

### **7. RELATED POLICY DOCUMENTS**

- Tri-Agency Guide on Financial Administration (TAGFA)
- Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)
- Brandon University Conflict of Interest Policy (By-Law #10)

- Brandon University Approval and Signing Authorizations (By-Law #8)
- Brandon University Administrative Policies and Procedures – Finance
- Brandon University Purchasing and Accounts Payable Manual