

 <b>BRANDON UNIVERSITY</b>	<b>Research Goods, Services and Equipment Policy</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>

### 1. PURPOSE

Brandon University establishes this policy to govern expenditures for goods, services, and equipment charged to research accounts under the Research Financial Administration Framework.

This policy ensures that purchases are authorized, reasonable, appropriately documented, and directly connected to funded research activities.

### 2. SCOPE

This policy applies to expenditures for goods, services, equipment, and information technology purchases charged to research accounts administered by Brandon University.

### 3. DEFINITIONS

**Equipment:** means research-funded physical assets, instruments, devices, or technology acquired to support research activities

**Goods and Services:** means supplies, materials, professional services, subscriptions, or other approved expenditures purchased in support of research activities

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

**Sole Source Procurement:** means procurement from a single supplier where permitted under institutional purchasing requirements and appropriately justified

**University:** means Brandon University

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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.*

## 4. POLICY

### a) General Requirements

Research funds must not be used to purchase equipment, supplies, or infrastructure that are normally provided by Brandon University to support its academic and research mission.

All expenditures must:

- Be purchased and received within the active funding period unless otherwise permitted by the funder and Brandon University policies;
- Directly support research objectives;
- Represent reasonable and economical use of research funds;
- Comply with applicable funding agency requirements; and
- Comply with Brandon University Administrative Policies and Procedures – Finance, Brandon University Purchasing and Accounts Payable Manual, and applicable signing authority requirements.

Purchases must not provide personal benefit.

### b) Goods and Services

Goods and services must:

- Be necessary for the conduct of research;
- Be supported by appropriate documentation; and
- Be acquired in accordance with Brandon University Purchasing and Accounts Payable Manual and applicable signing authority requirements under By-Law #8.

Purchases must not be artificially divided, structured, or sequenced in a manner intended to avoid established quotation, competitive pricing thresholds, or approval requirements.

Purchases must be made within a timeframe that reasonably supports the conduct of the funded research, be necessary for the project, and be capable of being used within the active funding period. Purchases must not be made solely to expend remaining funds near the end of a funding period, including bulk purchases or stockpiling without a clear research need.

Where appropriate and feasible, consideration should be given to Canadian suppliers and service providers, taking into account availability, suitability for research purposes, and value for money.

### c) Equipment

Equipment purchases must:

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- Be necessary to support funded research;
- Be consistent with approved budgets where applicable; and
- Be recorded, managed, and, where applicable, tagged or inventoried in accordance with Brandon University financial administration procedures.

Research-funded equipment is the property of Brandon University unless otherwise specified by funding agreement and must be managed and disposed of in accordance with the Disposition of Research Equipment Policy and related surplus asset procedures.

Research-funded equipment must not be used for personal purposes.

#### **d) Information Technology (IT) Equipment**

IT equipment purchases must:

- Support research activities;
- Comply with institutional IT approval and security requirements; and
- Be acquired in accordance with Brandon University Purchasing and Accounts Payable Manual and applicable signing authority requirements.

#### **e) Vendor Selection and Sole Source**

Vendor selection must comply with Brandon University Purchasing and Accounts Payable Manual, including established quotation and competitive pricing expectations, and applicable signing authority requirements under By-Law #8.

Where sole-source procurement is permitted under institutional procedures, justification must be documented and retained in accordance with financial administration requirements.

#### **f) Documentation Requirements**

Brandon University requires that expenditures be supported by appropriate documentation demonstrating purchase, purpose, and authorization.

Incomplete documentation may result in denial of payment.

#### **g) Financial Authorization and Controls**

All expenditures must be approved by an authorized signing authority in accordance with Brandon University Approval and Signing Authorizations (By-Law #8).

No individual may approve their own expenditure.

#### **h) Review and Oversight**

Transactions governed by this policy are subject to review and oversight under the Research Financial Administration Framework.

Expenditures may be reviewed as part of institutional oversight activities.

#### **i) Conflict of Interest**

Brandon University employees, faculty, and staff involved in the authorization, administration, or review of expenditures must comply with the Brandon University Conflict of Interest Policy (Board By-Law #10). Any actual, potential, or perceived conflict of interest, including those involving relationships with vendors or suppliers, must be disclosed and managed in accordance with that policy.

#### **j) Responsibilities**

Grant holders are responsible for ensuring that purchases comply with this policy and directly support funded research activities.

The Office of the Vice-President (Research & Graduate Studies) coordinates interpretation of this policy 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.

The Office of the Vice-President (Research & Graduate Studies) holds final authority over the interpretation and application of this policy.

### **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**

- Brandon University Research Financial Administration Framework
- Tri-Agency Guide on Financial Administration (TAGFA)

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- Brandon University Purchasing and Accounts Payable Manual
- Purchasing of Goods and Services (Board Policy Statement)
- Brandon University Conflict of Interest Policy (By-Law #10)
- Brandon University Approval and Signing Authorizations (By-Law #8)
- Disposition of Research Equipment Policy and Procedures
- Brandon University Administrative Policies and Procedures – Finance
- Brandon University Information Technology Acceptable Use Policy (AUP) (where applicable)