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| --- | --- |
| Faculty Name (or Designate) |  |
|  |  |
| Title of Account/Grant |  |
| Account # |  |
| I am an early career researcher, defined as an MSVU full-time researcher who, at the time of application, has either completed their doctoral degree or held a tenure-track appointment within a period of 0 to 8 years, minus any leaves of absence.  This research project involves marginalized and/or equity-seeking participants, communities, or partners.  Eligible Non-Salary Costs Incurred per Project  (see Appendix A for eligible costs and examples)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Description | Cost | Voucher Number | Vendor  Name | date incurred | Research expense category (ramp-up, maintenance, both) | |  | This information may be found on your account access through WebAdvisor. | | | |  | |  |  |  |  |  | Choose an item. | |  |  |  |  |  | Choose an item. | |  |  |  |  |  | Choose an item. | |  |  |  |  |  | Choose an item. | |  |  |  |  |  | Choose an item. | |  |  |  |  |  | Choose an item. | |  |  |  |  |  | Choose an item. | |  |  |  |  |  | Choose an item. | |  |  |  |  |  | Choose an item. | |  |  |  |  |  | Choose an item. | |  |  |  |  |  | Choose an item. | |  |  |  |  |  | Choose an item. | |  |  |  |  |  | Choose an item. | |  |  |  |  |  | Choose an item. | | TOTAL |  | | | | |   Eligible Salary Costs Incurred Per Project   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Pay Period | Rate of Pay | # of hours worked | Research expense category (ramp-up, maintenance, both) | total | | Aug 29- Sep 4 |  |  | Choose an item. |  | | Sep 5- 11 |  |  | Choose an item. |  | | Sep 12-18 |  |  | Choose an item. |  | | Sept 19-25 |  |  | Choose an item. |  | | Sep 26-  oct 2 |  |  | Choose an item. |  | | Oct 3-9 |  |  | Choose an item. |  | | Oct 10-16 |  |  | Choose an item. |  | | Oct 17-23 |  |  | Choose an item. |  | | Oct 24-30 |  |  | Choose an item. |  | | Oct 31 – Nov 6 |  |  | Choose an item. |  | | Nov 7-13 |  |  | Choose an item. |  | | Total |  | | | |   Please note that applicants may receive up to 75% of the total amount requested, subject to the availability of funds.  Additional Context (optional)  Click or tap here to enter text.  Faculty Digital Signature | | |

Submit the completed form to [research@msvu.ca](mailto:research@msvu.ca) by 4:00 PM on November 16, 2020.

**Appendix A: Eligible Costs and Examples**

Stage 3 funding will be awarded to support direct costs associated with maintenance and ramp-up of research activities. Applicants must justify the need for the funds based on actual costs incurred between March 15 and November 15, 2020. All costs must be deemed eligible by the institutional decision-making group identified for CRCEF.

Eligible expenses include costs that fall under these principles *in order:*

The **eligible expenses criteria at Stage 3** are**:**

* unanticipated additional costs that would not have been incurred in the absence of the COVID-19 pandemic and cannot be funded by existing sources of funds;
* direct costs associated with maintenance and ramp-up of research activities;
* costs borne by research projects.

The **salaries of research personnel** can be eligible for partial reimbursement up to 75% by CRCEF at Stage 3 for the period of August 30, 2020 to November 15, 2020 provided that they meet the Stage 3 eligible expense criteria (see above).

**Internet connection, land line, cell phone connection, and equipment for working remotely** can be eligible if they meet Stage 3 eligible expense criteria (see above).

**Animal per diems** for research maintenance and animal purchase costs to ramp-up the population are eligible, provided that they meet the Stage 3 eligible expense criteria (see above).

**Maintenance costs:**

* Costs incurred within the eligible period and associated with maintaining essential research-related activities during the pandemic that are exceptional and incremental to those already covered by existing sources of funds, funded at up to 75%. This includes:
  + animal and specimen care through the crisis period;
  + maintenance of equipment, software, cohorts, datasets, including warranties, licenses and service contracts;
  + technological equipment for remote access to maintain assets; and
  + safety equipment for personnel dedicated to maintenance.

**Ramp-up costs:**

* Costs incurred within the eligible period and associated with full ramp-up of research activities, as physical distancing measures are eased and research activities can resume. Only costs that are exceptional and incremental to those already covered by existing sources of funds will be supported, at up to 75%. Eligible expenses include those incurred at the project level and associated with:
  + re-organizing the research environment and activities;
  + additional costs to bring the research back to its pre-pandemic level, including experiments, or related to the restart of collections and datasets (e.g., population-based, environmental);
  + user fees charged by shared platforms to researchers to restart research activities (e.g., animal- care facilities, digital labs);
  + re-scheduling and restarting human and clinical trials;
  + exceptional costs to access special facilities, shared platforms and resources, knowledge transfer meetings and workshops;
  + restarting, reassembling and safety checks of equipment and facilities;
  + reacquiring lost and donated laboratory and field supplies and equipment, reagents, perishable materials, laboratory animal and other living specimens; and
  + personal protective equipment and related items for research personnel.

Examples:

* A researcher’s data analysis software license was due to expire in April. Due to the pandemic, the researcher was unable to continue data collection, and sought an extension on their grant. The researcher had to renew their software license, and paid for it from their grant. With Stage 3 funds, the researcher’s grant will be able to be reimbursed at up to 75% of what they spent for their software renewal.
* As face-to-face research resumes, a researcher purchases PPE (face shields, gloves, etc.) for research assistants with grant funding. This researcher’s grant will be able to recoup up to 75% of expenditures by submitting a CRCEF Stage 3 application to [research@msvu.ca](mailto:research@msvu.ca).
* A researcher had planned to host an on-campus event for knowledge mobilization. As this event was cancelled, the researcher subscribed to an online meeting service to hold the event virtually, and charged the subscription to their research grant. This is an eligible cost, and the researcher’s grant may be paid back at up to 75% of the subscription fee.