

# George Brown College Research and Innovation Directive for the use of the **GENERAL RESEARCH FUND**

## **INTRODUCTION**

The General Research Fund (GRF) is a special account into which the residual balances of expired or terminated Natural Sciences and Engineering Research Council of Canada (NSERC) and Social Sciences and Humanities Research Council of Canada (SSHRC) grants are transferred. The GRF is kept in trust by George Brown College and is available 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. Each fund will only support research projects within the respective Agencies' mandate.

## **PURPOSE**

The purpose of this directive is to document the management, use and disbursement of the GRF to ensure compliance with the Agencies' financial administration guide and George Brown College's related policies.

## **DEFINITIONS**

Principal Investigator (PI): A George Brown College staff member who is leading a research project and is the applicant for the GRF. A PI may be a full-time, or non-full time staff member. The PI has responsibility for the overall conduct of a research project, including all technical, financial, compliance and administrative aspects of the project.

## **MANAGEMENT OF THE GRF**

### *Responsibility of the College:*

1. The financial administration of the GRF in compliance with the Guidelines for the General Research Fund. The College will keep separate GRF accounts for each of the Agencies. The financial administration of the funds must also be kept separate. The Agencies' eligibility and compliance requirements for expenditures charged to grants also apply to expenditures charged to the GRF.
2. The Associate Vice-President Research, or authorized delegate at the Office Research and Innovation, is responsible for authorizing expenditures charged to the GRF in accordance with the requirements and conditions of the grants and with the institution's and the Agencies' policies. No other party may initiate or authorize expenditures without the Associate Vice-President Research's written delegated authority.
3. Having clearly stated policies and directives with respect to the management, disbursement and use of GRF funds.
4. The College commits to spent at least 50% of the opening balance of its GRF during the current year, as per Tri-Agency General Research Fund Guidelines.

### *Responsibility of the Principal Investigator:*

1. Using GRF funds in compliance with Agencies' financial administration guide and George Brown College's related policies.

2. Conducting research in compliance with George Brown College Research & Innovation and other relevant policies.

3. Controlling the technical direction and academic quality of the project.

## **USE OF 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. All regulations and administrative processes of George Brown College also apply to the management of this account.

Funds from the GRF may be used to provide:

- small start-up grants to new researchers
- bridge funding to researchers who are between applications
- additional funds for researchers to support their applied research

## **Eligibility of the Principal Investigator**

PIs from the College leading applied research within the mandate of the Agencies are eligible to apply for GRF. Student led projects under the supervision of a George Brown College PI are also eligible. PIs must be George Brown College staff.

## **Eligible Expenses**

The policies and requirements of the agencies stated in the Tri-Agency Financial Administration Guide (TAFAG) apply at all times to the use of GRF funds.

Indirect or overhead costs, such as costs associated with facilities and basic utilities, the purchase and repair of office equipment, administration fees, insurance for research equipment and vehicles, and basic communication devices such as telephones and fax machines, are not eligible.

Please consult the Use of Grant Funds section in the TAFAG to obtain additional information on eligible expenses, such as expenses associated with compensation, travel and accommodation expenses, research equipment and supplies, computers and electronic communications, dissemination of research findings, and miscellaneous services and expenses.

## **DISBURSEMENT OF THE GRF**

The GRF is disbursed to eligible PIs via the following application process:

### **Application Process**

Download and complete the Application Form for Collaborative Applied Research:

- [Collaborative Applied Research Application Form](#)
- [Collaborative Applied Research Instructions](#)
- [Planning Grant Budget](#)

Please contact Juan Sarmiento at extension 5389 or at [Jsarmiento@georgbrown.ca](mailto:Jsarmiento@georgbrown.ca) for assistance.