APPLICATION FORM

|  |  |
| --- | --- |
| Name |  |
| Faculty/ Department and |  |
| Position |  |

Only direct costs of research that are extraordinary and incremental to those normally covered by existing research funds  that  have been incurred between March 15 and November 15, 2020 will be reimbursed, at up to 75%. Note that the transactions and invoices may be received and paid until March 31st, 2021, and\or that goods and services may be rendered / received up until March 31st, 2021

Taking care to divide the incurred expenses from the committed expenses, and by following the instructions below, please complete the tables in the space provided.

Category (Cat.) M\R: Identify whether the items you are claiming are maintenance (M) or ramp-up (R) costs

Fund Number: Identify the fund number. The expenses must be related to an active research project whether it is funded internally by Carleton University or externally by either governmental or non-governmental sources.

Amount $: Identify the total amount corresponding to items claimed for each line.

Description of Expense: describe in plain words the items purchased or committed.

Justification: include a brief point form justification how these purchases or commitments are extraordinarily incremental (i.e. related to responding to COVID 19 protocols\processes) to the original budget.

Attachments

* Incurred: Include a screenshot of the charge in FAST or E-Shop (Document number, total amount and transaction date)
* Committed: Please include the purchase order number and copy of invoice, if available. If an item is included please indicate it in the table under the section “Attach Y\N”

EXAMPLE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SCREEN SHOT Must be Included | Cat  M/R | Fund Number | Amount  $ | Supplier Name  and Invoice# | Description of Expense | Justification |
| R | 123456 | 300 | Me,Myself & I  11111111111111 | 10 camping tents | Additional tents to socially distance students doing field work |

**Incurred Expenses**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SCREEN SHOT Must be Included | Cat  M\R | Fund Number | Amount  $ | Supplier Name  and Invoice# | Description of Expense | Justification |
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**Committed Expenses**

**Example**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Attach  Y\N | Cat  M\R | Fund Number | Amount  $ | Supplier Name  and Invoice# | Description of Expense | Justification |
| Y | R | 123456 | 150 | Genius Inc  #HD4567RE | Car rental | Additional car rental for social distancing |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Attach  Y\N | Cat  M\R | Fund Number | Amount  $ | Supplier Name  and Invoice# | Description of Expense | Justification |
|  |  |  |  |  |  |  |
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If any of the following apply please tick the box indicate “Yes” in the right hand column.

(Information provided in this form is strictly confidential.)

|  |  |
| --- | --- |
| 1. I or members of my research personnel identify as an individual from one or more of the following under-represented groups, including but not limited to women; racialized persons; First Nations, Inuit and Métis peoples; persons with disabilities; and LGBTQ2S+. |  |
| 1. I and\or my research personnel have been disproportionately affected by the pandemic (e.g. child/family care responsibilities, personnel with increased risk of exposure in the workplace) |  |
| 1. Myself and\or my research personnel are conducting non-traditional or unconventional research, based in Indigenous ways of knowing, outside the mainstream of the discipline, or focused on issues of gender, race or minority status |  |
| 1. I supervise international research personnel |  |
| 1. I am considered an Early Career Researcher- an individual within the first five (5) years of an academic appointment. |  |
| 1. I conduct field research in Canada’s North. |  |

In signing this document, I \_(NAME)\_\_\_\_\_\_\_\_\_ affirm that the above expenses are extraordinary incremental direct costs of research incurred between March 15 and November 15, 2020, and that the answers provided above are accurate to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Application Submission**

* Complete all fields and sign the form
* Compile the duly completed and signed form along with any supporting documentation (i.e. invoices and purchases orders) in one PDF
* Submit your application via email to [**accounting@carleton.ca**](mailto:accounting@carleton.ca)by November 30, 2020

**Resource Contact: Nada Haralovich (**[**nada.haralovich@carleton.ca**](mailto:nada.haralovich@carleton.ca)**)**

**ACCEPTANCE OF SUBMISSIONS WILL BE COMMUNICATED IN DECEMBER**

**Internal Distribution of Carleton Allocation**

In the event that submissions for support for eligible based costs exceeds the CRCEF Funds allocated to Carleton University:

1. The CRCEF funding per project will be capped at defined maximum or percentage that promotes fair access to funding to the largest number of projects.

2. The following priorities will apply:

* + Faculty grant holders and/or research personnel of under-represented groups
  + Faculty grant holders and/or research personnel disproportionately or personally affected by the pandemic (e.g. child/family care responsibilities, personnel with increased risk of exposure in the workplace)
  + Faculty grant holders with personnel conducting non-traditional or unconventional research, based in Indigenous ways of knowing, outside the mainstream of the discipline, or focused on issues of gender, race or minority status.
  + Faculty supervising international research personnel (students/post-doctoral fellows)
  + Faculty conducting field research in Canada's North
  + Early career researchers