

Canada Research Continuity Emergency Fund (CRCEF)- Stage 3: Extraordinary Incremental Research Costs Reimbursement Guidelines

Preamble: *CRCEF is a Tri-Agency program and is administered by the Social Sciences and Humanities Research Council (SSHRC) on behalf of the three federal research funding agencies: the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC) and SSHRC. The Canada Research Coordinating Committee (CRCC) provides strategic oversight for the program and approves awards. The Tri-Agency Institutional Programs Secretariat (TIPS) provides administration. Details of the CRCEF program can be found [HERE](#).*

Definition: *Extraordinary incremental costs are defined as unanticipated additional costs that would not normally have been incurred in the absence of the COVID-19 pandemic and cannot be funded by existing sources of funds.*

Purpose: *To support 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 (the transactions and invoices may be received and paid until March 31st, 2021 and/or goods and services may be rendered up until March 31st, 2021) in the following categories:*

- 1) maintain essential research-related commitments during the COVID-19 pandemic;
- and
- 2) support ramping-up to full research activities as physical distancing measures are eased and research activities can resume.

Value: Reimbursement of up to 75% of the eligible extraordinary incremental direct research costs claimed.

Deadline: Continuous intake from October 8 until November 30, 2020

Results: December

Eligibility:

- *All researchers with active internal or external research projects funded by either governmental or non-governmental sources*

**Persons from traditionally underrepresented groups are encouraged to submit, including but not limited to women; racialized persons; First Nations, Inuit and Métis peoples; persons with disabilities; and LGBTQ2S+.*

Eligible expenses

The extraordinary incremental costs can have been incurred or be committed (purchase order or invoice issued) between March 15 and November 15, 2020. *Note that the*

transactions and invoices may be received and paid until March 31st, 2021 and/or goods and services may be rendered up until March 31st, 2021.

Examples of extraordinary incremental costs are broken down by targeted category.

a) Maintenance costs:

- 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;
- unanticipated extraordinary and incremental salaries of research personnel incurred between August 30, 2020 to November 15, 2020.
- unanticipated extraordinary and incremental costs associated with internet connections, land lines, cell phone connections, and equipment for working remotely.
- animal per diems for research maintenance of the population.

b) Ramp-up costs:

- 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
- animal purchase costs to ramp-up the population;
- 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.
- unanticipated extraordinary and incremental salaries of research personnel incurred or committed between August 30, 2020 to November 15, 2020.
- unanticipated extraordinary and incremental costs associated with internet connections, land lines, cell phone connections, and equipment for working remotely.

Ineligible Costs:

- Regular costs associated with research which are not extraordinarily incremental in nature (i.e. already budgeted to be covered at the time of application)
- Administrative costs such as indirect costs, overhead or transaction costs
- Cancellation fees and non-refundable travel fees

Application Submission

- Download the application form
- 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 to accounting@carleton.ca by November 30, 2020

Reminder: Only direct costs of research that are extraordinary and incremental to those already covered by existing sources of funds and 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 goods and services may be rendered up until March 31st, 2021.

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Strategy for Equity, diversity and inclusive decision-making

Carleton University affirms Equity, Diversity and Inclusion (EDI) as core mission values, outlined in our [Strategic Integrated Plan](#), and Human Rights Policies and Procedures. All four Vice-Presidents and all of the Deans/Directors are engaged in developing and implementing initiatives and strategies to promote equity and accessibility, and achieving culture change in the University, such as the [Equity, Diversity and Inclusion Institutional Action Plan](#) and the [Coordinated Accessibility Strategy](#). The University is also a signatory to the *Dimensions Charter* and adheres to best practices as articulated by the Canada Research Chairs Program, the Tri-Council Agencies, and evolving best practices developing throughout the postsecondary education community. As such, Carleton University is committed to managing the CRCEF funds in a way that promotes EDI within its research enterprise and makes every effort to remove systemic barriers and biases, which may impeded the reaching of this goal.

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