



## Research Fund Carry-over Request Form (for projects with NCE & Partner funds)

Due January 31, 2020

MEOPAR operates on the principle that investigators should strive to complete their research activities according to the timelines projected in their proposals. However, we understand that some elements of the research are beyond your control and can create delays.

As a result, MEOPAR has created a *Research Fund Carry-over Policy* and process for **each investigator** to request permission to carry forward research funds.

### **Research Fund Carry-over Request -within your project years (i.e., year 1 of a 2-year project)**

*Requirement: Complete Section A of attached form*

Investigators are permitted to automatically carry over up to 25% of their **annual individual award** within project years. Request to carry over **more than 25%** must be submitted by **January 31, 2020**. This may be approved by the Board on recommendation of the RMC at the March Board meeting, on a case-by-case basis. Subsequent award transfer amounts will be adjusted based on the carry-over status of each investigator research account. Approved amounts will be distributed in April/May.

### **Research Fund Carry-over Request - beyond your project end date (i.e., final year of your project)**

*Requirement: Complete Section B of attached form*

Investigators are permitted to automatically carry over up to 10% of their **total individual award** beyond project year end date but within the MEOPAR funding Cycle (i.e. 2017-2022). Request to carry over **more than 10%** must be submitted by **January 31, 2020**. This may be approved by the Board on recommendation of the RMC at the March board meeting, on a case-by-case basis. Approved carry-over funds must be used within 1 year from end of project date.

MEOPAR

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(902) 494-4384 | [info@meopar.ca](mailto:info@meopar.ca) | [www.meopar.ca](http://www.meopar.ca)



**Definitions:**

- Investigators: Anyone who received research, partnership and/or workshop awards from MEOPAR. There are typically multiple investigators on a given project; **each investigator must submit their own Research Fund Carry-over Request Form.**
- Annual Individual Award: Refers to the specific amount awarded to a given investigator for the current fiscal year (both April and October installments).
- Total Individual Award: Refers to the specific amount awarded to a given investigator within a project, over the duration of that project. Investigators should use the total amount of funds they were awarded for the entirety of the project.

Questions can be directed to Darlene Auld at [Darlene.Auld@meopar.ca](mailto:Darlene.Auld@meopar.ca) or (902) 229 – 0221.

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MEOPAR (Winter 2019-20)

## Carry-over Request Form

Submit your completed form to Darlene.Auld@meopar.ca **by Jan 31, 2020.**

Late requests will not be considered.

Project Name (as stated in the proposal submitted):

Investigator Name:

University:

I **DO NOT** request any carry-over of funds beyond the automatic carry-over percentage.

OR

I **DO NOT** request any carry-over of funds.

## Projects with NCE and Partner Funds

If you are carrying over funds **within** your project years, complete **Section A** of the following table, or if you are carrying over funds **beyond** project end date, complete **Section B** of the following table.

	PROJECT FUNDING	
	NCE funds	Partner funds
<b>Section A: Carrying funds over <i>within</i> your project years</b>		
<ul style="list-style-type: none"> <li>Annual Individual Award (\$) (Total amount awarded to you during April 2019-March 2020)</li> </ul>		
<ul style="list-style-type: none"> <li>Account Balance (\$) (As of 31 Dec 2019)</li> </ul>		
<ul style="list-style-type: none"> <li>Requested Carry Forward Amount to Fiscal 2020/2021 (\$)</li> </ul>		
<ul style="list-style-type: none"> <li>Percent of Annual Individual Award Requested for Carry Forward (%) (If this number exceeds 25%, <b>you must complete</b> Rationale Explanation – next page)</li> </ul>		

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	PROJECT FUNDING	
	NCE funds	Partner funds
<b>Section B: Carrying funds over <i>beyond</i> your project years</b>		
<ul style="list-style-type: none"> <li>Total Individual Award (\$) (Total amount awarded to you over the duration of the project)</li> </ul>		
<ul style="list-style-type: none"> <li>Account Balance (\$) (As of 31 Dec 2019)</li> </ul>		
<ul style="list-style-type: none"> <li>Requested Carry Forward Amount to Fiscal 2020/2021 (\$)</li> </ul>		
<ul style="list-style-type: none"> <li>Percent of Total Individual Award Requested for Carry Forward (%) (If this number exceeds 10%, <b><u>you must complete</u></b> Rationale Explanation – below)</li> </ul>		

## Rationale for Carry-over Request

(Briefly explain why you are requesting a Carry-over of funds):

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