



## **RESEARCH CARRY-OVER POLICY**

### **1. Research Year**

- a. The financial year for the Networks of Centres of Excellence runs from April 1 to March 31. The academic year, around which most Highly Qualified Personnel hiring and training takes place, runs from September through August. Where possible, we will endeavor to accommodate the academic calendar and the timing of the initial and subsequent projects.
- b. The Research Management Committee (RMC), will submit recommendation for funding of successful proposals to the Board. The Board will act on these recommendations, and review and approve allocation of project budgets during the November/December Board meeting. Project funding will normally be transferred in April and October.
- c. 50% of the annual award (adjusted for excess carry-over amounts as required) will be released in April/May of the new research fiscal year and the remaining amount will be released in October.
- d. Each project will be required to submit semi-annual reports in March as well as financial reports and sets of deliverables, milestones for the next annual funding cycle. These reports and projections will be used to complete the annual Networks of Centres of Excellence report and will allow the Research Management Committee and Board to assess progress or projects in time for decisions for the next funding cycle.

### **2. Research Fund Carry-Over**

- a. Investigators are permitted to automatically carry over up to 25% of their annual individual award within project years. Requests to carry over more than 25% must be submitted by the end of January. These requests will be reviewed by the RMC in February and will 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.



- b. Investigators are permitted to automatically carry over up to 10% of their total individual award beyond project yearend date but within the MEOPAR funding Cycle (i.e. 2017-2022). Requests to carry over more than 10% must be submitted by the end of January. These requests will be reviewed by the RMC in February and will be approved by the Board on recommendation of the RMC at the March Board meeting, on a case-by-case basis. Carry-over funds must be used within 1 year from end of project date. If project end date falls on Cycle end date, then Section 2c. applies.
- c. Investigators may not carry over beyond Cycles except under exceptional circumstances, with approval by the Board on recommendation by the RMC. Requests to carry over beyond the Cycle must be made in January before the Cycle end date.
- d. Late carry-over requests received beyond January 31 will not be considered.

Amounts in excess of carry-over funds under b. and c. will be deducted from future award installments and/or will be returned to the Network Administrative Centre by the Investigators University for redistribution.

Last updated: May 24, 2019