



CRS Financial Rules & Reporting Obligations

Regular Operating Grants

Financial Rules

Operating grants are awarded for a period of two (2) years for a maximum amount of \$60,000 per year. Researchers submitting an application for less than \$60,000 and who qualify for funding will receive their grant for the amount requested.

The annual CRS funding period is from September 1 to August 31 of every year. Payments to awardees are made on a quarterly basis: September, December, March, June.

The main applicant (principal investigator) is responsible for the administration of his/her grant. All other applicants on a project are considered co-applicants and are not responsible for financial reporting.

The principal investigator must inform the official in charge of the financial management of research grants in his/her organization of his/her award and its pertaining conditions.

The CRS will not offer any funds, in whole or in part, for a project that received similar financial support or that overlaps with another project from another organization. The principal investigator is therefore required to inform the CRS immediately if he/she receives other funds that would make him/her not eligible for CRS funding.

CRS funds cannot be used for:

- Equipment acquisition
- Travel expenses or sabbatical leave
- Meetings, seminars or conferences: all expenses related to these activities including registration fees, travel, etc.
- Subsistence expenses
- Clinical drug trials

Request for support of students and postdoctoral fellows is limited to two in any combination. The salary allowed for a postdoctoral trainee is \$37,000 per year and the salary for a graduate student is \$18,000 per year.

For a continuing grant, up to 25 percent (25%) of the annual award may be carried over to the next year. For a terminating grant, up to 15 percent (15%) of the annual award may be carried over for up to one (1) additional year. Any funds not spent for their original purpose, by the end of the award period, must be returned to the CRS.

Reporting obligations

At the end of the funding year (i.e. August 31) and before November 30, the host institution must return to the CRS a brief financial statement attesting to the fact that the funds in question have been disbursed for their intended purpose. If this report is not submitted, quarterly installments could be withheld.

A form can be downloaded for this purpose from our website (in the 'Are you a grant administrator?' section).