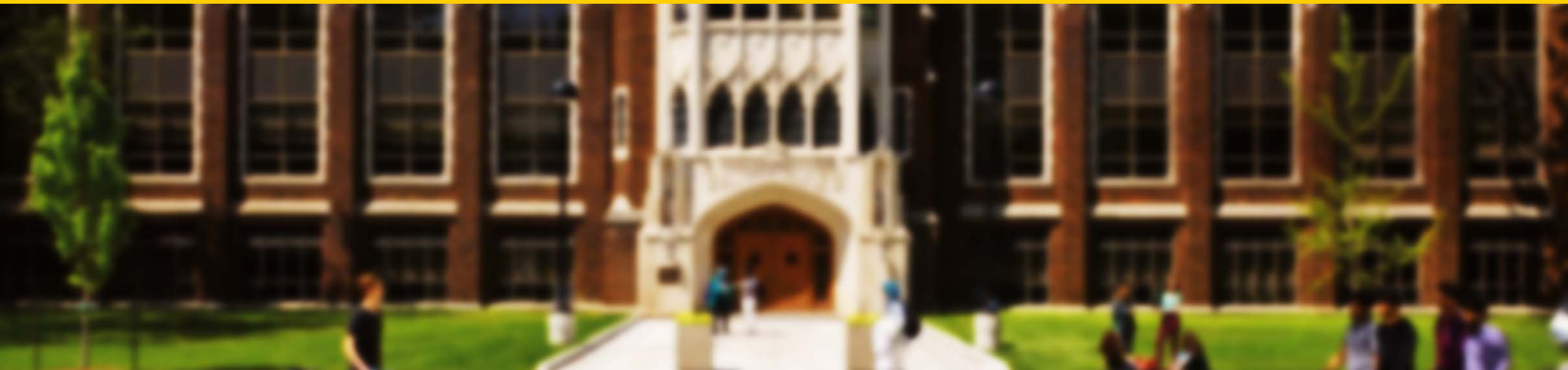




You won a grant! Now what?

Where to get started when getting a new research project off the ground



Land acknowledgement

The University of Windsor sits on the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwe, the Odawa and the Potawatomie. We respect the longstanding relationships with First Nations people in this place in the 100-mile Windsor-Essex peninsula and the straits – les détroits – of Detroit.

Accessibility statement

- This session will be recorded and a video and transcript will be available on the ORIS website afterwards. We will email the link to you.
- You can turn on live captions using the More Actions menu



- Select “Turn on Live Captions” from the drop-down menu
- Captions will appear at the bottom of the screen

Session agenda

1. Accessing your research funding
2. Getting your research cleared
3. Hiring research personnel
4. Understanding your financial responsibilities
5. Reporting

A note about applying for grants

- The Office of Research and Innovation Services (ORIS) exists to help you access grant funding and write high-quality applications
- Get in touch with your research coordinator early on to get all the support you'll need!

Faculty	Research Coordinator
Engineering and HK	Sara Kenno skenno@uwindsor.ca
Science and Business	Michelle Nevett mnevett@uwindsor.ca
FAHSS, Law, and Education	Natasha Wiebe nwiebe@uwindsor.ca
Institutional projects (inc. CFI and NFRF)	Nicole Noel nnoel@uwindsor.ca
Nursing and Health Research	Ingrid Qemo igemo@uwindsor.ca
Internal grants	Youstina Asaad tinaa@uwindsor.ca

First steps to accessing funds

- Submit a file for approval in the ERSO Research Portal (if you have not already done so)
- Upload your Notice of Award and attach it to your existing ERSO Research Portal record (or email it to your Research Coordinator)
- Your Research Coordinator will ensure that all documentation is in order and request that an account be set up for your funds

Getting your grant account set up

- You'll be copied on an email called "Request to Open a Grant Account"
- The Research Finance office will set up your grant account and send you a document with the details you need

Chart of Account String:	08.1050.00000.822089.(natural acc)		
Department:	1050 - PSYCHOLOGY		
Project #:	822089	(For ORS USE ONLY) Ref. #:	39462
Start Date:	2022-07-01	End Date:	2024-06-30
Title:	[REDACTED]		
Agency:	[REDACTED]		
Program / Reference #:	[REDACTED]		
Overhead:	[REDACTED]		
Reporting Requirements:	[REDACTED]		

Your grant account number

Your department code

Research contracts

- Research contracts are treated similar to externally-funded grants – they must be approved by your Department Head and Dean, and by ORIS
- Principal Investigators cannot sign research contracts on their own!
- The VPRI or delegate is the signing authority for all research contracts
- To avoid delays in accessing your funds, please contact Vesna Kaps (vesna@uwindsor.ca), Contract/Technology Transfer Manager, as soon as you begin discussing a contract

UWindsor Research Policies

- Your research and spending has to comply with UWindsor research and purchasing policies! You should familiarize yourself with:
 - Responsibilities of Principle Investigators policy
 - Submission of Proposal Documents by Principle Investigators policy
 - Establishment of Research Grant or Contract Account policy
 - Research Overhead Costs policy
 - Purchasing policy
 - Travel Expense policy
 - Gift Acceptance policy
- Visit uwindsor.ca/policies to read these
- You should also get to know the [Tri-Agency Guide on Financial Administration!](#)

Clearances



Research Ethics – ethics@uwindsor.ca

- Human participants (including focus groups, surveys)
- Tissue samples
- Secondary use of data



Research Safety – rsc@uwindsor.ca

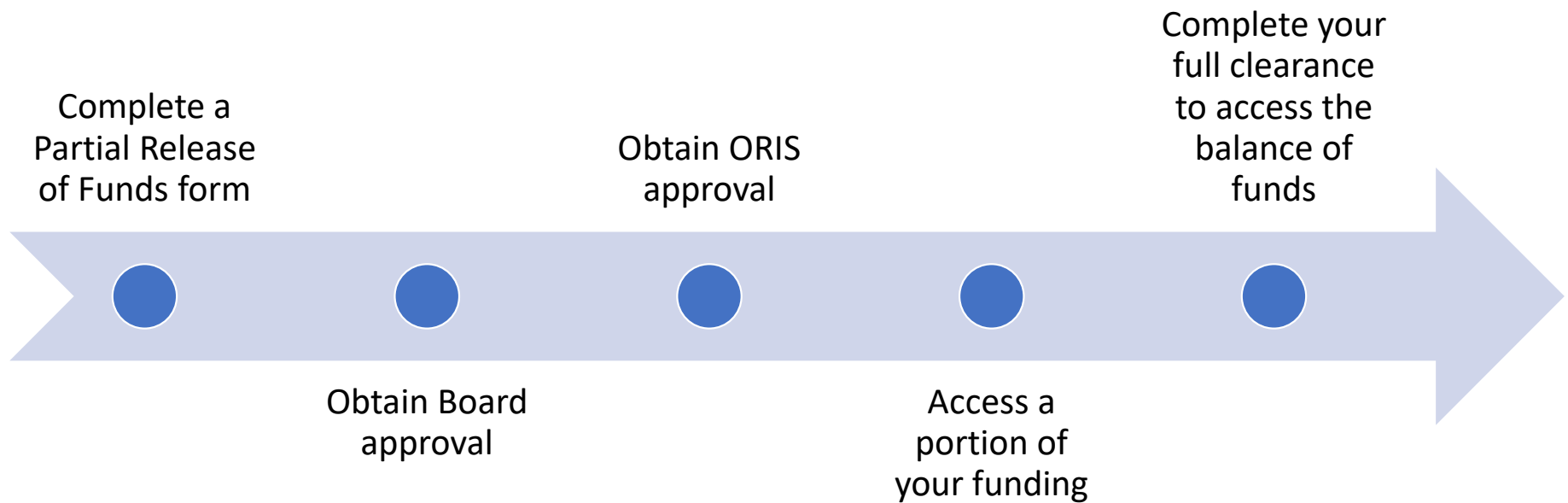
- Biological hazards
- Radioactive materials
- Environmental risks



Animal Care – acc@uwindsor.ca

- Animal subjects
- Cell lines

Getting a partial release of funds



Getting Ethical Clearance

- TCPS2
- Research involving humans, their data and/or their biological materials will likely require REB clearance
- The type of form you fill out depends on what kind of research you are doing:
 - Data collection involving humans/biologicals (Main Application Form)
 - Using data originally collected for other research (Secondary Use of Data)
 - Commercial Human Somatic Cell Lines (Request for Exemption)
 - Making changes to a current, cleared project (Request to Revise)
 - Visit <https://www.uwindsor.ca/research-ethics-board/> for a complete list of forms to suit your application needs, and policies related to research at UWindsor

Partial release of funds and the REB

- No recruitment or data collection can begin until REB clearance is received
- How long will the process take?
- Applications missing necessary documents cannot be reviewed until complete
- Proportionate Review
- Review Dates <https://www.uwindsor.ca/research-ethics-board/>

Funding: what the REB needs to know

- *Ethical* reasons for questions on REB application(s) about funding (TCPS2)
- *Practical* reasons for questions on REB applications about funding
- Confidentiality?
- When in doubt please reach out directly to the Office of Research Ethics ethics@uwindsor.ca

REB Clearance letters, progress reports, and final reports

- REB clearance needs annual updates to stay current
- Ethical clearance is only valid for 12 months from the date of issue on the clearance letter
- Progress reports are tied to release of additional funds
- Progress and Final reports are needed to stay within compliance

Hiring research personnel

Student appointments

- Must be registered as a student at the University of Windsor
- Graduate or undergraduate student
- Paid hourly, by salary, or by scholarship
- Processed by HR

Hiring research personnel

Non-student appointments

- Cannot be registered as a student at the University of Windsor
- Research Assistants, Research Associates, Postdoctoral Fellows, Visiting Scholars
- Can be paid hourly or by salary
- Must be paid from a grant account
- Must be directly engaged in research
- Cannot be clerical, administrative, or technical in nature
- Processed by the OVPRI

Hiring research personnel

Important information to remember

- Research personnel must hold an active appointment to work on campus
- Contact us if you are considering ending an appointment early

Hiring research personnel

Key contacts

Student personnel –
UWindsor Human
Resources

Human Resources hr@uwindsor.ca
[https://www.uwindsor.ca/humanresources/services-
initiations/employee-recruitment/student-appointments](https://www.uwindsor.ca/humanresources/services-initiatives/employee-recruitment/student-appointments)

Non-student research
personnel

Sandy Mehenka, Secretary to the VPRI: mehenkas@uwindsor.ca
[https://www.uwindsor.ca/vp-research/319/research-
appointments](https://www.uwindsor.ca/vp-research/319/research-appointments)

Project Expenses

Ensure your expenses:

1. Contribute to the direct costs of the research/activities for which the funds were awarded
2. Are effective and economical
3. Do not result in personal gain for members of the research team
4. Are eligible costs within the grant agreement

How to spend your research funds

- Set up payroll
- Get a p-card linked to your grant account
- Get a travel card linked to your grant account
- Pay invoices using a [Purchase Order/Purchase Requisition](#)
- Purchase from your personal debit or credit card and get reimbursed from your grant account using [iExpense](#)

Make sure you familiarize yourself with UWinsite Finance!

Your financial obligations

- PIs are responsible for conducting their research as indicated in the proposal, and for the overall sound administration of all research funds allocated to them including:
 - The proper allocation of research funds and sound financial management;
 - Ensuring compliance with the terms and conditions governing the grant or contract; and
 - Ensuring that expenditures do not exceed the value of the award
 - Ensuring all financial reports prepared by Research Finance, as required by the sponsor, are carefully reviewed and approved

Please familiarize yourself with the [Responsibilities of a Principal Investigator](#) on our website.

Reviewing Your Grants

Monthly you will receive by email:

- ✓ Statement of Account (Income Statement)
- ✓ Transaction details of all charges against your project account(s)

If there are any questions you can reach out to your Project Manager listing, or resfinance@uwindsor.ca

TIP: Watch for emails from FISPROD@uwindsor.ca and bip-collections@oracle.com



University of Windsor
 Researcher Statement of Account
 For Period Ending August 31, 2022

Principal Investigator LAST NAME, FIRST NAME Grant Start Date: 01-01-2018
 Grant End Date: 31-12-2023
 Project Number 8XXXXX
 Project Description NAME OF GRANT ACCOUNT
 Project Organization NAME OF PRINCIPAL INVESTIGATOR-DEPARTMENT CODE

Class Category	Class Code
COFO Reporting Code	NGG - CORP
FDSR Grant ID	508935
Form 300 Agency	NSERC
Grant Grouping	8xxxxx
Overhead %	20% of Net
Unspent Funds Code	Return Excess Funds

Description	Activity During Current Month	Activity During Life of Grant	Outstanding Commitments	Total Activity and Commitments
Total Expenditure				
Enter TEMP BUDGET INCREASES here (then remove after BASELINING)	0.00	0.00	0.00	0.00
VIP Interface	0.00	230,939.01	39,930.00	270,869.01
Wage Transfers and Recoveries	0.00	-8,024.04	0.00	-8,024.04
Salary and Benefits of Incumbent (Canada Research Chair only)	0.00		0.00	0.00
Professional and technical services/contracts	0.00	0.00	0.00	0.00
Equipment (including powered vehicles)	0.00	2,223.00	0.00	2,223.00
Materials & supplies expense	0.00	0.00	0.00	0.00
User Fees	0.00	0.00	0.00	0.00
PCard Transactions	0.00	8,861.35	0.00	8,861.35
Chemical Control Internal Charges	0.00	0.00	0.00	0.00
Web Works Internal Charges	0.00	0.00	0.00	0.00
Postage Internal Charges	0.00	0.00	0.00	0.00
Parking Internal Charges	0.00	0.00	0.00	0.00
Catering Internal Charges	0.00	0.00	0.00	0.00
Tech Support Centre Internal Charges	0.00	0.00	0.00	0.00
Administrative costs related to the Canada Research Chair	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Research time stipends (SSHRC Grantees and NCE Program Leaders only)	0.00	0.00	0.00	0.00
GRF, GGSF SIG and ASU expenditures only	0.00	0.00	0.00	0.00
Overhead	0.00	62,500.00	0.00	62,500.00
Expenditures Incurred Prior to Jan 31, 2018	0.00	0.00	0.00	0.00
Total Expenditure	0.00	296,499.32	39,930.00	336,429.32
8xxxxx PI NAME	0.00	296,499.32	39,930.00	336,429.32

Grant Financial Summary:

Funds Available	38,570.67
Total Budget	375,000.00
Expenditures during Life of Grant:	(296,499.32)
Outstanding Commitments:	(39,930.00)
"FINANCE DEPT USE ONLY"	38,570.67



Project Manager: ADELEKE, ADEDAMOLA Email Address: dami@uwindsor.ca



Overhead

- University of Windsor ‘overhead’ costs, on grant, are often an eligible expense, but the sponsor sets the rules.
- The standard UWindsor overhead rate is 40% on external contracts and invoices.
- The rate can vary depending on what is negotiated in the contract.
- The overhead cost will be charged to your grant account and allocated as follows:
 - 25% to the Principal Investigator’s (PI) overhead account
 - 52.5% to the respective Faculty Dean
 - 22.5% to the VPRI

Overspent accounts

- Principal Investigators must ensure that their available funds are not over-spent, and shall work with Research Finance to make the necessary arrangements should this occur.
- If you are nearing the end of your funding, please reach out to your project manager to confirm the remaining funds if you are unsure.
- A cost can be split between multiple projects, as long as it's an eligible expense for each project, to fully spend out a contract without putting the account in a deficit.

End-of-Grant and Unspent Funds

- Principal Investigators are responsible for being aware of
 - A. When their grant ends and
 - B. What the funding sponsor's policy on unspent funds requires
- If a request for an extension is needed, the PI is advised to contact their Research Coordinator in ORIS to facilitate the formal request to the agency.
 - If approved, ORIS will notify Research Finance to update the record and the new end date will appear on your Statement of Account

Reporting

- PIs are responsible for being aware of the reporting requirements set out in the grant or research contract.
- Research Finance will compile the financial reports.
- The PI will ensure that the financial reports are carefully reviewed and approved for submission in a timely manner.
- If the sponsor provides a template, or request for a report, they will forward the request to their project manager.
- The PI's are responsible for completing the progress and deliverable reports.

Action List

Procurement and Expenses

- Sign up for a Purchasing Card if you plan to make small purchases
- Sign up for a Travel Card if you plan to travel on behalf of the University
- Consider whether you are going to process your own PO's and Invoices; if yes, [submit a finance ticket](#) to get access to Self Service Procurement

Learning the System

- Check out our [Knowledge Base Articles](#) and brief handouts
- Learn who the “expert” is in your Department and chat with them via Teams
- Submit a [finance ticket](#) with details of the task/function you require assistance with –our finance team will review it and assist you

Using the System

- Use Firefox and favourite our [UWinsite Finance Website](#)

Key Contacts

Office of the Vice President, Research and Innovation

vpri@uwindsor.ca

Office of Research and Innovation Services

oris@uwindsor.ca

Office of Research Ethics

ethics@uwindsor.ca

Research Finance Office

resfinance@uwindsor.ca

Questions?

30 Minute Q&A Session