

Faculty of Humanities and Social Sciences

Documenting Cash and In-kind Contributions

As of Sept 24, 2019

Introduction

All cash and in-kind contributions listed in grant or contract applications must have **written back-up documentation**. Applications missing this documentation are considered incomplete. For HSS administrative review and RGCS compliance review to proceed, the back-up documentation must be provided. For most applications, it should be **uploaded as attachments to a Researcher Portal (RP) file**. If an RP file is not required for a particular submission, these documents must be e-mailed to the HSS's Grants Facilitator handling your file.

HSS applicants and co-applicants are responsible for ascertaining funding agencies' guidelines for cash and in-kind contributions for each application. The following will be helpful for some Tri-Council competitions: the ["Tri-Agency Financial Administration Guide,"](#) SSHRC's ["Guidelines for Cash and In-kind Contributions,"](#) and NSERC's ["Guidelines on Eligibility and Value of In-Kind Contributions"](#).

The process of securing back-up documentation should begin sufficiently in advance of HSS's internal deadlines which can be found here: [HSS's Research Funding Tracker](#).

Any questions about the process should be directed to one of HSS's Grants Facilitators:

- Heather C. O'Brien: HSSResearchAdmin@mun.ca, 864-8603
- Matthew Milner: HSSResearchGrants@mun.ca, 864-8050

Required Documentation for Cash or In-Kind Contributions

Cash Contributions

Memorial Internal Funding Competitions (Cash)	<p>The following funds can be applied for internally and potentially leveraged in support of your grant application:</p> <ul style="list-style-type: none">• Conference Fund• Cross-Campus Initiatives Fund• ISER Conference Grant• Smallwood Conference Grant• Public Engagement Accelerator Fund• Quick Start Fund for Public Engagement• Scholarship in the Arts (please see your Department Head for information relating to these funds) <p>Required Documentation for HSS administrative review:</p> <ol style="list-style-type: none">1) An e-mail from your Department's administrative staffperson with the balance of the account or, if the account is not yet opened, the award letter.
--	--

	<p>2) A statement from you stating, “I will reserve \$XXX of my [GRANT NAME] until the results of the [GRANT NAME APPLYING FOR] competition are known, and if I am successful, will use the funds as outlined in my proposal.”</p>
Internal Support (Cash or in-kind)	<p>If you wish to make a request from the Dean’s Office or the Vice-President (Research) for cash or in-kind commitments/supports, you must complete an “HSS Cash/In-Kind Support Request” form available from an HSS Grants Facilitator.</p> <p>Note: These requests should only be made for major external funding proposals. These requests can take time to process so please submit to an HSS Grants Facilitator at least 10 weeks ahead of the funding agency’s deadline.</p> <p>Required Documentation for HSS administrative review:</p> <ol style="list-style-type: none"> 1) A “Cash/In-Kind support for Major External Funding Proposals” request form signed by your department head. 2) An e-mail from the Dean’s Office confirming either/or the HSS Dean’s commitment and the VPR office’s commitment.
External Funds Sources (Cash)	<p>Any other grant or source of funds may be leveraged in support of your grant application provided they pass eligibility requirements of the granting agency. For example, some federal grants do not allow you to leverage other federal grants.</p> <p>Required Documentation for HSS administrative review:</p> <ol style="list-style-type: none"> 1) An e-mail from your Department’s administrative staffperson with the balance of the account and when the grant expires. 2) A statement from you stating, “I will reserve \$XXX of my [GRANT NAME AND NUMBER] until the results of the [GRANT NAME APPLYING FOR] competition are known, and if I am successful, will use the funds as outlined in my proposal.”

Other Misc.

Topic	Details
Professional Development and Travel Expense Reimbursement Fund (PDTER) (Cash)	<p>As outlined in clause 31.55 to 31.64 of the Collective Agreement between Memorial University and the Memorial University of Newfoundland Faculty Association (MUNFA), PDTER funds are available to faculty members. These funds may be leveraged in support of grant applications for the grant’s relevant categories of expenditures as confirmed commitments. Allowable expenditure are listed in the Collective Agreement.</p> <p>Required Documentation for HSS administrative review:</p> <ol style="list-style-type: none"> 1) A letter or email from your department’s administrative staffperson stating that the funds are available for the specific period of the project. 2) A letter from the Department Head stating they approve of the outlined expenditures for the project. (To be confirmed) 3) A letter or email from yourself stating, “I will reserve \$XXXX of my PDTER until the results of the [NAME OF GRANT AND YEAR] competition are known, and if I am successful, will use the funds as outlined in the proposal for the research outlined in the application.”

Equipment (in-kind)	<p>You can sometimes value the rental costs of donated or loaned AV equipment or other types of equipment. This is normally only eligible when Memorial would otherwise not provide it. For example, Capital Hotels charges about \$100/hr for the rental of projection equipment; Eastern Audio charges between \$300 and \$500/hr.</p> <p>Whether or not equipment is considered an eligible in-kind contribution depends on the funding agency. Please contact the HSS Grants Facilitator handling your file if you would like confirmation of eligibility for your specific application.</p> <p>Required Documentation for HSS administrative review:</p> <ol style="list-style-type: none"> 1) An estimate from the person providing the equipment that clearly shows it is based on rental (not purchase) rates and confirmation of the dates.
Other misc. cash or in-kind	<p>You can sometimes include other cash or in-kind contributions from Memorial or external sources in your grant application provided they pass eligibility requirements of the granting agency. They are usually only eligible if it is above and beyond what a faculty member, staff member, or student would usually have access to. Please note that, if being purchased through Memorial, tax should be at 11.65% not the provincial 15%.</p> <p>Required Documentation for HSS administrative review:</p> <ol style="list-style-type: none"> 1) A confirmation letter from the relevant signing authority that specifies the nature and time frame of the commitment, and the fair market value of the service, space, equipment, etc.
Nexus Centre	<p>Nexus wants to support grant applications from the Faculty of HSS. Whether this is through logistical support (providing space, equipment, etc.) or a cash supplement to support a project-related event at Nexus (workshops, speakers, etc.), Nexus encourages HSS grant applicants to think about how Nexus can be a partner or participant in your grant application. Please contact John Sandlos jsandlos@mun.ca for more information and to set up a meeting to discuss ideas you may have.</p> <p>Whether or not the support is considered an eligible cash or in-kind contribution should be checked against the granting agency's guidelines. Normally, it is only eligible if it is above and beyond what a faculty member, staff member, or student would usually have access to.</p> <p>Required Documentation for HSS administrative review:</p> <ol style="list-style-type: none"> 1. A confirmation letter or email from John Sandlos that specifies the nature and time frame of the commitment, and the value of the service, space, equipment, etc.

Space

Topic	Details
Waivers on space rental fees for specific events (in-kind)	<p>On some funding applications, it will be possible to list the waiving of rental fees for space at Memorial or other locations (e.g. Partner organizations) as an in-kind contribution. The main Memorial location that charges faculty to rent space is the Signal Hill Campus. Specific rates are included at this link:</p>

<https://www.mun.ca/signalhill/meet/>. To have the rental fee waived, you must obtain written confirmation of this from the unit who has the authority to waive the fees.

Space commitments are usually only eligible as commitments for space that is over and above what is normally allocated to you as an ASM and that you would normally have to rent.

Note: You should pro-rate the daily rental cost if you are able to rent a room for less than a day.

Required Documentation:

- 1) A letter or e-mail from the signing authority (e.g. Signal Hill Campus) authorized to rent the space which states that the room rental fee will be waived for the event, the name the event, the date of the event, and the value of the in-kind commitment (i.e. how much the rental would normally be).

Memorial or External Organizations' Space or facilities contributions for ongoing research activities (in-kind)

For SSHRC funding applications, other Memorial in-kind space commitments are only eligible if the space is *above and beyond* what a faculty member, staff, or student would usually have access to in a department or unit **and a fee would normally be charged to them**. Consult SSHRC's "Guidelines for Cash and In-Kind Contributions" for eligibility criteria: http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/cash_inkind-especes_en_nature-eng.aspx. Note, however, that some Tri-Agency competitions have exceptions to this list and it is important to carefully read the competition guidelines. Some other funding agencies will allow space used for projects to be listed as in-kind contributions. Faculty who are not sure if space is eligible are encouraged to seek clarification from the HSS Grants Facilitator handling your file.

Required Documentation for HSS administrative review:

- 1) Confirmation email/letter from the relevant authority that confirms the allocation of the space to a specific project, and includes the duration of the commitment, and its value. If it is Memorial space, the document explained in #2 is also required.
- 2) For Memorial space only: A letter from the appropriate departmental administrative staffperson, administrative office, or authorized staff from Facilities Management with authority over the space, that specifies the nature and length of the space commitment, and its monetary value.

Students

Topic	Details
Departmental Baseline Funding: School of Graduate Studies (cash)	<p>With formal approval from department heads, the School of Graduate Studies is willing to facilitate a confirmed pre-commitment of departmental baseline funding toward specific research projects.</p> <p>Required documentation for HSS administrative review:</p> <ol style="list-style-type: none">1) Completion of attached form (further instructions included): https://www.mun.ca/hss/faculty_staff/research_support_services/resources/documents/HSS_Baseline_Documentation_Form.pdf

<p>President’s Doctoral Student Investment Fund – PDSIF (cash)</p>	<p>The School of Graduate Studies will provide new faculty members with financial support for supervising a doctoral student. The PDSIF is intended to increase PhD enrolment and enhance career development of newest faculty members of Memorial.</p> <p>Only new tenure-track faculty members are eligible for this funding, within the first three years of their appointment. The request process mirrors that for SGS Baseline. Questions should be directed to department heads or graduate officers, who can bring them to Carol Sullivan (carol@mun.ca) at 864-3425.</p> <p>Required documentation for HSS administrative review:</p> <ol style="list-style-type: none"> 1) Completion of attached form (further instructions included), however indicate ‘PDSIF’ in section 3 of the form: https://www.mun.ca/hss/faculty_staff/research_support_services/resources/documents/HSS_Baseline_Documentation_Form.pdf
<p>School of Graduate Studies Special Funding Initiatives (cash)</p>	<p>The School of Graduate Studies lists various special funding initiatives that may be applicable to individual grants. Please review options for listing this support as confirmed or unconfirmed in funding applications: https://www.mun.ca/sgs/go/specialfundinginitiatives.php. Questions should be directed to department heads or graduate officers, who can bring them to Carol Sullivan (carol@mun.ca) at 864-3425.</p> <p>Required Documentation for HSS administrative review:</p> <ol style="list-style-type: none"> 1) A letter or email from your Department Head/Graduate Officer confirming the support and specifying: a) name of faculty supervisor(s); b) name of PI/affiliation (if different from supervisor), c) funding application competition and project title; and d) months/years of support e) value. 2) A letter or email from Carol Sullivan confirming the support outlined in 1).
<p>Mitacs (in-kind)</p>	<p>It may be possible to list unsecured or secured leverage funds via Mitacs programs in support of your application. To determine if these funds can be leveraged in support of your grant application, please:</p> <ul style="list-style-type: none"> • Review the Mitacs website: (https://www.mitacs.ca/en) • Contact Niraj Shukla, Director, Business Development with Mitacs at 709-685-4550 or email nshukla@mitacs.ca <p>Required Documentation for HSS administrative review:</p> <ol style="list-style-type: none"> 1) An e-mail from Niraj Shukla stating that the Mitacs program is eligible to be leveraged, the dates of the award, and the value. <p>An email from you naming the student, who the supervisor is, and a statement which reads, “I will reserve the [NAME OF MITACS AWARD] until the results of the [GRANT NAME APPLYING FOR] competition are known, and if I am successful, will use the Mitacs award towards the project, as outlined in my proposal.”</p>

Time: Course Releases and Leaves

Topic	Details
Banked time (in-kind)	<p>Banked time can be listed as a confirmed in-kind commitment on some funding applications in cases when faculty members commit to take one or more courses as banked time during the period specified in the grant application and solely for the purpose of concentrating on the research outlined.</p> <p>Required Documentation for HSS administrative review:</p> <ol style="list-style-type: none"> 1) An e-mail from an administrative staff member confirming the balance of banked time available. 2) An e-mail from faculty member committing to using their banked time toward a specific funding application: a) name of faculty member; b) name of PI/affiliation (if different from supervisor), c) funding application competition and project title; d) and semester(s)/year(s). 3) An e-mail or letter from the Department Head stating that they confirm, in terms of the department's future teaching plan(s), the future use of a specific number of banked courses for a faculty member in relation to a funding application: a) name of faculty member; b) name of PI/affiliation (if different from supervisor), c) funding application competition and project title; d) and semester(s)/year(s).
Course Releases from HSS (in-kind)	<p>Individuals requesting permission for a confirmed course release for major external grant applications from the Faculty of HSS should submit the relevant request form at least 15 working days prior to the internal administrative review deadline. Contact a Grants Facilitator to obtain a copy of the course release application form.</p> <p>Please note that permission for a course release does not imply that HSS will pay for the instructor who will replace you (either PCI or contractual). If a buy-out is required, the GFO will request documentation confirming the source of the buy-out funds.</p> <p>Required Documentation for HSS administrative review:</p> <ol style="list-style-type: none"> 1) Completion of the course release request form available from an HSS Grants Facilitator with department head signature. 2) Confirmation of the release (signed form or e-mail) by the Dean's Office.
Sabbatical Leave (in-kind)	<p>For some funding applications, you may list a sabbatical leave for which you plan to apply as an unconfirmed, in-kind commitment. Please note that this commitment must be attributed to the Office of the VP (Academic) in your application.</p> <p>Required Documentation for HSS administrative review:</p> <ol style="list-style-type: none"> 1) An e-mail from your Department head indicating that you are eligible to apply for a sabbatical leave for a specific duration [semester(s)/year] and confirmation that you would be eligible to apply at the particular time you want it for the grant application.
Administrative leave (in-kind)	<p>For some funding applications, you may list administrative leave for which you plan to apply as an unconfirmed, in-kind commitment. Please note that this commitment must be attributed to the Office of the VP (Academic) in your application.</p>

Required Documentation for HSS administrative review:

- 1) An e-mail from an Associate Dean (HSS) indicating that you are eligible to apply for an administrative leave for a specific duration [semester(s)/year].

Time: Other

Topic	Details
Communications Advisor (in-kind)	<p>If your project requires specific services for knowledge mobilization tasks, you may request the services of HSS's Communications Advisor as either confirmed or unconfirmed, in-kind commitments on your grant application. The services they will provide must be over and above their normal duties. Please contact the Communications Advisor well in advanced to discuss options. Contact information can be found here: https://www.mun.ca/hss/about/contact/dean.php</p> <p>Required Documentation for HSS administrative review:</p> <ol style="list-style-type: none">1) Confirmation e-mail from the HSS Communications Advisor that they agree to perform a specific task for the project within a specific time frame [semester(s)/years(s)].2) An email from the Manager, Senior Finance and Admin. Support for HSS agreeing to the time contribution and stating the valuation of the Communications Advisor's time. Contact information can be found here: https://www.mun.ca/hss/about/contact/dean.php
Computing Services (in-kind)	<p>If your project requires a computing specialist's expertise, you may request the services of HSS's Computing Centre as either confirmed or unconfirmed, in-kind commitments on your grant application. The services they will provide must be over and above their normal duties. Please contact the Computing Centre well in advanced to discuss options. Contact information can be found here: https://www.mun.ca/hss/about/contact/units.php</p> <p>Required Documentation for HSS administrative review:</p> <ol style="list-style-type: none">1) Confirmation e-mail from the HSS Computing Centre that they agree to perform a specific task for the project within a specific time frame [semester(s)/years(s)].2) An email from the Manager, Senior Finance and Admin. Support for HSS agreeing to the time contribution and stating the valuation of the Computing Centre's time. Contact information can be found here: https://www.mun.ca/hss/about/contact/dean.php
Digital Research Centre (in-kind)	<p>If your project requires digital research and knowledge mobilization production support, you may request the services of HSS's Digital Research Centre (Film Unit - https://www.mun.ca/hss/film/) as either confirmed or unconfirmed, in-kind commitments on your grant application. The services they will provide must be over and above their normal duties. Please contact the Digital Research Centre well in advanced to discuss the options. Contact information can be found here: https://www.mun.ca/hss/about/contact/units.php</p>

Required Documentation for HSS administrative review:

- 1) Confirmation e-mail from the HSS Digital Research Centre that they agree to perform a specific task for the project within a specific time frame [semester(s)/years(s)].
- 2) An email from the Manager, Senior Finance and Admin. Support for HSS agreeing to the time contribution and stating the valuation of the Digital Research Centre's time. Contact information can be found here: <https://www.mun.ca/hss/about/contact/dean.php>

Faculty time (in-kind)

Some funding agencies allow researchers to list their time spent performing the research for a project as in-kind commitments. Note that most CIHR, NSERC and SSHRC opportunities do *not* allow this but there may be exceptions. If the agency allows this time to be part of a funding budget, documentation is obtained at the departmental level.

To determine the total in-kind commitment, you must pro-rate your annual salary based on the number of hours you will be working on the research project each week/month. The value and hours in the support documentation should match what is outlined in the proposal.

Required Documentation for HSS administrative review:

1. An email from the department head or departmental administrative staffperson stating the number of hours and the total value.

Departmental Staff Time (in-kind)

Some funding agencies allow researchers to use administrative staffperson(s) as an in-kind commitment for the time that person will be spending doing administrative work to support the research for the project. These staffpersons may be departmental staff or staff the researcher has hired. These would be noted as in-kind commitments. Note that most CIHR, NSERC and SSHRC opportunities do *not* allow this but there may be exceptions. If the agency deems this in-kind contribution to be eligible, documentation is obtained at the departmental level.

To determine the total in-kind commitment, you must pro-rate their annual salary based on the number of hours they will be working for the research project each week/month. The value and hours in the support documentation should match what is outlined in the proposal.

Required Documentation for HSS administrative review:

- 1) Confirmation e-mail from staffperson that they will be performing specific task(s) for the project within a specific time frame [semester(s)/years(s)].
- 2) An email from the department head confirming the unit's commitment and stating the number of hours and the total value.