

Memorial University - Department of Financial and Administrative Services
CRCEF Stage 4 Application Form (Please see next page for further details on eligibility)

Stage 4 is an extension of Stage 1 funding which was initially limited to 12 weeks of salary coverage between March 15, 2020 and August 29, 2020.
Stage 4 offers an expanded period of 24 weeks of salary coverage and provides an opportunity for those that missed claims under Stage 1.

Name of PI: _____ Fund Number: _____ Department: _____

Self-identification is voluntary and confidential. This data assists MUN in furthering strategic initiatives surrounding EDI. Memorial has adapted an EDI strategy based on supporting those at greater susceptibility to COVID 19 exposure and factors that contribute to a higher risk of infection. The following questions aid Memorial in applying the EDI strategy, which you can view [here](#).

1. Are you self-disclosing as a member of an equity seeking group?	YES	NO
2. Does anyone in your research team self-disclose as being a member of an equity seeking group?	YES	NO
3. In reference to Memorial’s EDI strategy for the CRCEF program , do you have extraordinary risk factors that impact your vulnerability to COVID 19?	YES	NO
4. Have you incurred costs in order to limit exposure to COVID 19 for those who have extraordinary risk factors that impact their vulnerability to COVID 19?	YES	NO
5. Have you incurred costs in consideration of those who live in high density housing and multigenerational living settings?	YES	NO

Description of why this fund qualifies for CRCEF Phase 4 funding:

Eligible Employees: _____ Personnel Category: Students – Bachelor’s, Master’s, Doctorate
Non-Students – Postdoctoral, Other

Full Name (Last, First)	EMP ID	Part-time/ Full-time	Personnel Category (per Form 300)	CERB/ Other Claimant? Y/N	Date Range (24 week max) From To	Claim in Phase 1? Y/N	Salary Paid*	Benefit Paid*	CRCEF Claim (amount x 75%) See maximum thresholds
Total:									

*Do NOT include amounts included in Stage 1 claims. These amounts paid should tie back into the spreadsheet provided by FAS.

Do you confirm that funding claimed for Stage 4 has no overlap with Stage 1 claims? YES NO
Do you have an attestation from each employee above confirming that they have not received CERB or any other wage subsidy program for this claim period? YES NO

Research Fund CRCEF Claim Attestation _____ Date: _____ Contact Phone Number _____
(Principal Investigator)

CRCEF Eligibility Guidelines

Stage 4 is exclusively for wage support for research-related personnel. The difference between Stage 4 and Stages 1 and 2 is the maximum duration of the salary support - while Stages 1 and 2 covered up to 12 weeks of support per individual, **Stage 4 covers a maximum of 24 weeks per individual**. This 24-week maximum includes the total wage support requested in Stages 1, 2 and 4.

- Stage 4 provides funding for up to 24 weeks of wage support to eligible research-related personnel, as opposed to the initial maximum of 12 weeks. However, Stage 4 funds do not cover an additional 24 weeks: the portions of salaries (i.e., number of weeks) that were reimbursed within the scope of Stages 1 and 2 cannot be claimed again in Stage 4.
- In cases where adjustments are necessary because eligible salaries were not identified in Stage 1, those salaries can be reimbursed in Stage 4, for a maximum of 24 weeks.

The recipient that is the employer of the research personnel is responsible for demonstrating that they meet the two conditions for eligibility of research personnel:

- they are affected by the COVID-19 pandemic (either from reduced funding **or** a negative impact on research activities); and
- their salary or portion of salary is paid by **non-governmental sources** (at 75% of that portion, to a maximum of \$847).

Research-related personnel are those employed by universities or health research institutions who are working for faculty members conducting research, or who are working in scientific and engineering facilities/laboratories supporting broad research objectives (e.g., graduate students, postdoctoral fellows and other personnel associated with research projects). Principal investigators are excluded from the research-related personnel definition.

- Scientific facilities are understood to be a common platform/infrastructure that is shared and operated by a group of researchers, and can be funded through diverse sources of funding, such as governmental and non-governmental sources, including user fees. **Scientific personnel and administrative personnel supporting those facilities can be eligible**. CRCEF funding recipients are responsible for demonstrating this eligibility and for keeping the evidence of eligibility on record for financial monitoring and auditing purposes.
- The university and health research institution's administrative personnel offering general services such as legal, financial or research office and commercialization services are not eligible. Institutional facilities personnel, such as animal care facilities personnel, are not eligible as they are considered an institutional service and associated to indirect costs of research.

As stipulated by the program guidelines, eligible expenses in Stage 4 of the program include the following:

- Up to 75% of the portion of research personnel's salaries/wages normally supported by non-governmental sources, to a maximum of \$847 per week, for up to 24 weeks of salary support (consecutive or broken up over the eligibility period) per individual, incurred within the eligibility period of March 15, 2020, to August 29, 2020.
- Personnel who have been laid off or furloughed as a result of COVID-19 within the eligibility period can become eligible retroactively, as long as they are rehired and their retroactive pay and status meet the eligibility criteria for the claim period.
- Research personnel who are fully or partially paid through non-government funding and unable to work full time as a result of COVID-19 are eligible for wage support. Research personnel who have remained employed but were unable to work full time as a result of COVID-19 are eligible for wage support. These employees are also eligible based on their full time salary. CRCEF funding recipients (i.e. Memorial and units to which secured funds are disbursed) are responsible for demonstrating this need and for keeping evidence of this need on record for financial monitoring and auditing purposes.
- Claims for part-time employees will have to be pro-rated (relative to full time employees).

It should be further noted that in situations where research personnel affected by the COVID-19 pandemic are paid by multiple sources, **only the non-governmental source is eligible for support**, at 75% of that portion and for a maximum of \$847. CRCEF funding recipients are responsible for demonstrating the source of funding and for keeping evidence of this need on record for financial monitoring and auditing purposes.

If a non-governmental source of funding expired and the person's salary was taken in the interim from another source to avert layoff, then the person could be eligible for the full duration. If, on the contrary, a person was paid from non-governmental sources of funding, then was scheduled (prior to the pandemic) to work on a project funded by governmental sources, the person wouldn't be eligible. CRCEF funding recipients are responsible for demonstrating this need and for keeping evidence of this need on record for financial monitoring and auditing purposes.

Claims for part-time employees will have to be pro-rated (relative to full time employees).

Please reference the CRCEF **Frequently Asked Questions** for Stage 4 of the program: https://www.sshrc-crsh.gc.ca/funding-financement/crcef-fucrc/faq/wage_support-soutien_salarial-eng.aspx.