

Memorial University - Department of Financial and Administrative Services
CRCEF Phase 3 Application Form (Please see next page for further details on eligibility)

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 will 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 these expenditures qualify for CRCEF Phase 3 funding:

Eligible Non-Salary Expenditures:

Expenditure Categories: Maintenance Costs Ramp Up Costs

Expenditure Category	Date	Vendor	Banner Doc#	Amount (incl. net tax)	FUND	ORG	ACCOUNT	PROGRAM	CRCEF Claim (Amount x 75%)
Total:									

TOTAL CRCEF CLAIM:

*These amounts paid should tie back into the spreadsheet provided by FAS.

Eligible Salary Expenditures:

Expenditure Categories: Maintenance Costs Ramp Up Costs

Expenditure Category	Full Name (Last, First)	EMP ID	Part-time/ Full-time	Personnel Category (per Form 300)	CERB Claimant? Y/N	Date Range (Aug 30 – Nov 15) From To	Salary Paid*	Benefit Paid*	CRCEF Claim (Amount x 75%)
						to			
						to			
						to			
Total:									

*These amounts paid should tie back into the spreadsheet provided by FAS.

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

CRCEF Stage 3 Eligibility Guidelines

Stage 3 is to support direct costs of research that have been incurred to:

- 1) Maintain essential research-related commitments during the COVID-19 pandemic; and
- 2) Support ramping-up to full research activities as physical distancing measures are eased and research activities can resume.

The **eligible expenses criteria at Stage 3** are:

- unanticipated additional costs that would not have been incurred in the absence of the COVID-19 pandemic and cannot be funded by existing sources of funds;
- for direct costs associated with maintenance and ramp-up of research activities;
- costs borne by research projects;
- approved by the institutional decision-making group identified for CRCEF.

Expenses that are extraordinary and incremental to those already covered by existing sources of funds and have been incurred/committed **between March 15 and November 15, 2020** can be reimbursed, **at up to 75%**. Administrative costs, such as indirect costs, overhead or transaction costs are not eligible expenses of CRCEF.

Extraordinary incremental costs incurred for research projects **funded by either governmental or non-governmental sources** are eligible for Stage 3 support. Eligible expenses must be properly documented for monitoring, reporting and auditing purposes and can include costs associated with the following categories:

a) Maintenance costs:

- Funded at up to 75%. This includes:
 - Activities to maintain facilities when research could not continue;
 - animal and specimen care through the crisis period;
 - maintenance of equipment, software, cohorts, datasets, including warranties, licenses and service contracts;
 - technological equipment for remote access to maintain assets; and
 - safety equipment for personnel dedicated to maintenance.

b) Ramp-up costs: (Ramping down costs are not eligible)

- Supported at up to 75%. Eligible expenses include those incurred at the project level and associated with:
 - re-organizing the research environment and activities;
 - additional costs to bring the research back to its pre-pandemic level, including experiments or related to the restart of collections and datasets (e.g., population-based, environmental);
 - user fees charged by shared platforms to researchers to restart research activities (e.g., animal- care facilities, digital labs)*;
 - re-scheduling and restarting human and clinical trials;
 - exceptional costs to access special facilities, shared platforms and resources, knowledge transfer meetings and workshops;
 - restarting, reassembling and safety checks of equipment and facilities;
 - reacquiring lost and donated laboratory and field supplies and equipment, reagents, perishable materials, laboratory animal and other living specimens; and
 - personal protective equipment and related items for research personnel.

Utilities (e.g. internet communication, land line, cell phone connection) and **Equipment for Working Remotely** (e.g. office furniture, ergonomics, computer equipment and telecommunications) can be eligible if they meet Stage 3 eligible expense criteria.

Animal per diems for research maintenance and animal purchase costs to ramp-up the population are eligible, provided that they meet the Stage 3 eligible expense criteria.

Salaries of research personnel can be eligible for partial reimbursement up to 75% by CRCEF at Stage 3 for the period of August 30, 2020 to November 15, 2020 provided that they meet the Stage 3 eligible expense criteria

*User fee costs / Institutional Bulk Purchases can be charged retroactively to projects to be considered eligible expenses, but this must be completed prior to CRCEF Stage 3 application date. An invoice is necessary. The remaining 25% must be covered by the Research Project or absorbed by the university.

Please reference the CRCEF **Frequently Asked Questions** for Stage 3 of the program: https://www.sshrc-crsh.gc.ca/funding-financement/crcef-fucrc/faq/ramp-up_costs-couts_de_reprise-eng.aspx