**Canada Research Continuity Emergency Fund (CRCEF) – Stage 3**

**Expense Application Form (Internal)**

**Principal Investigator:** Click or tap here to enter text.

**Faculty/School:** Choose an item.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Date of Expense(Mar 15 – Nov 15, 2020) | Fund | Org | Account | Total Amount | ExpenseType | Extraordinary & Incremental (Y/N) | Description of Expense |
| 1 | Date of Expense | Fund | Org | Account | $ Amount | Choose an item. | Choose an item. | Description |
| 2 | Date of Expense | Fund | Org | Account | $ Amount | Choose an item. | Choose an item. | Description |
| 3 | Date of Expense | Fund | Org | Account | $ Amount | Choose an item. | Choose an item. | Description |
| 4 | Date of Expense | Fund | Org | Account | $ Amount | Choose an item. | Choose an item. | Description |
| 5 | Date of Expense | Fund | Org | Account | $ Amount | Choose an item. | Choose an item. | Description |
| 6 | Date of Expense | Fund | Org | Account | $ Amount | Choose an item. | Choose an item. | Description |
| 7 | Date of Expense | Fund | Org | Account | $ Amount | Choose an item. | Choose an item. | Description |
| 8 | Date of Expense | Fund | Org | Account | $ Amount | Choose an item. | Choose an item. | Description |
| 9 | Date of Expense | Fund | Org | Account | $ Amount | Choose an item. | Choose an item. | Description |
| 10 | Date of Expense | Fund | Org | Account | $ Amount | Choose an item. | Choose an item. | Description |
| 11 | Date of Expense | Fund | Org | Account | $ Amount | Choose an item. | Choose an item. | Description |
| 12 | Date of Expense | Fund | Org | Account | $ Amount | Choose an item. | Choose an item. | Description |
| 13 | Date of Expense | Fund | Org | Account | $ Amount | Choose an item. | Choose an item. | Description |
| 14 | Date of Expense | Fund | Org | Account | $ Amount | Choose an item. | Choose an item. | Description |
| 15 | Date of Expense | Fund | Org | Account | $ Amount | Choose an item. | Choose an item. | Description |

**EDI considerations**: The University must ensure alignment with Equity, Diversity and Inclusion requirements. At this time, we ask that you please complete the self-ID survey (Link: [Ontario Tech CRCEF Employment Equity Survey](https://docs.google.com/forms/d/18W1Cf3-BllDE6vFBJ-DKai72i7uNumC-Tvj79gtkJDw/viewform?edit_requested=true)).

[ ]  **I confirm that I have completed the Ontario Tech CRCEF Employment Equity Survey.**

[ ]  **I certify that the above listed expenses meet CRCEF – Stage 3 funding eligibility requirements as listed on page two of this document.**

**Signature:** Principal Investigator **Date:** Click or tap to enter a date.

*Please submit completed form to* *Greg Edwards - Manager, Research & Trust Accounting**no later than November 6, 2020.*

**Canada Research Continuity Emergency Fund (CRCEF) – Stage 3 Expense Eligibility Guidelines**

CRCEF Stage 3 funding is intended 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.

Only direct costs of research that are extraordinary and incremental to those already covered by existing sources of funds and have been incurred between March 15 and November 15, 2020 will be reimbursed, at up to 75%.

Extraordinary incremental costs incurred for research projects funded by either governmental or non-governmental sources are defined as unanticipated additional costs that would not normally have been incurred in the absence of the COVID-19 pandemic and cannot be funded by existing sources of funds.

Applicants must justify the need for the funds based on actual costs incurred between March 15 and November 15, 2020. Eligible expenses include costs associated with the following categories:

a) Maintenance costs:

* 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 (project level):

* 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.

Additional information can be found here: [Canada Research Continuity Emergency Fund](https://www.sshrc-crsh.gc.ca/funding-financement/crcef-fucrc/index-eng.aspx)