

CANADA RESEARCH CONTINUITY EMERGENCY FUND STAGE 3 PROGRAM OVERVIEW AND APPLICATION FORM

PROGRAM OVERVIEW

Stage 3 of the Canada Research Continuity Emergency Fund (CRCEF) provides support for direct costs of research that have been incurred to:

- 1) maintain essential research-related commitments during the COVID-19 pandemic; and/or
- 2) support ramping-up to full research activities as physical distancing measures are eased and research activities can resume.
- 3) For a full details of stage 3 and the program in general, please visit: <https://www.sshrc-crsh.gc.ca/funding-financement/crcef-fucrc/index-eng.aspx>

Eligible costs

Stage 3 funds can be used to reimburse up to 75% direct costs of research that are:

- specific to a research project;
- extraordinary and incremental to those already covered by existing sources of funds (governmental or non-governmental). Extraordinary incremental costs 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; and
- incurred between March 15 and November 15, 2020 (with the exception of personnel costs associated with research maintenance and/or ramp-up activities which must be incurred between August 30 and November 15, 2020).

Examples of eligible costs:

- *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 or for remote monitoring (e.g. monitors, webcams, headsets, laptops, etc.)
 - technology purchases for research personnel so that they can work remotely (e.g. laptops, phones, webcams, etc.)
 - purchases of books required for research which could not be accessed via the library as a consequence of COVID-19
 - costs associated with redesigning research projects so that they can be done remotely
 - hiring an external company or consultant to perform work that could not be done on campus as a

consequence of COVID-19

- safety equipment for personnel dedicated to maintenance
- personnel costs associated with research maintenance activities and incurred between August 30 and November 15, 2020
- *Ramp-up costs:*
 - re-organizing the research environment and activities
 - user fees charged by shared platforms to researchers to restart research activities (e.g., animal-care facilities, digital labs)
 - 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
 - personal protective equipment and related items for research personnel
 - personnel costs associated with research ramp-up activities and incurred between August 30 and November 15, 2020

Examples of ineligible costs:

- regular research costs
- ramping-down expenses including cancellation fees and non-refundable travel fees
- administrative/indirect costs, overhead

How to apply

To access the Stage 3 funds HHS must demonstrate that:

- we have incurred, or will incur, research maintenance and/or ramp-up costs that align with the program eligibility criteria noted above; and
- we are in need of support to cover those costs.

Research Finance, in conjunction with finance and administrative leaders within our institutes and centres have coordinated a review of all expenses within the eligibility period on your behalf. Prior to allocation of the funds we will coordinate with you specifically if we have any questions on eligibility. However, if you have specific questions on expenses or would like to reach out to us directly to ensure your expenses have been captured. You are more than welcome to complete the application form below. Please reach out to us no later than December 11th, 2020.

Allocation of funds

Completion of the application form does not guarantee that funds to reimburse all eligible costs will be available. The availability of funding will depend on the amount of Stage 3 CRCEF funding the HHS is able to access and the level of need identified by researchers.

Should the eligible incurred costs identified by researchers exceed the amount of Stage 3 funding awarded to the HHS, the following priorities will guide allocation of the available funds:

- researchers who self-identify as a member of an historically underserved, marginalized or excluded group
- researchers who are engaged in research projects that involve marginalized and/or equity-seeking participants, communities, or partners

- early career researchers who have held an independent academic position for five years or less as of July 1, 2020
- researchers whose grant or contract funding has been decreased or cancelled by the sponsor as a consequence of COVID-19
- costs incurred by shared research platforms, facilities, centres or institutes
- research projects that have incurred eligible costs in excess of \$1,500
- we give priority to local HHS hospital based expenses (i.e.: expenses incurred at HHS sites) over HHS sites based outside of HHS (i.e.: at other Canadian based institutions or international sites).

Applications that fall outside of these priority areas will receive an equal proportion of any remaining funds.

Lastly, although we give preference to the researchers who meet the criteria above, we still have the ability to determine the proportion to which the preferential researchers receive funding versus those that fall into the other category.

Once all expenses have been categorized, we will reach out to you with an attestation form confirming eligibility.

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APPLICATION FORM

If you choose to have your expenses reviewed separately from our centralized process and want to submit for expenses directly or if you have any questions or experience any difficulties please contact Julie Swan (swanjulie@hhsc.ca) or Anthony Scandivano (scandinavo@hhsc.ca).

Contact information

Name	Click or tap here to enter text.
Department/ Shared Platform, Facility, Centre or Institute	Click or tap here to enter text.
Faculty	Click or tap here to enter text.
Email address	Click or tap here to enter text.

Alignment with priorities

Please indicate whether one or more of the following apply to you and/or the research for which you have incurred eligible CRCEF Stage 3 costs.

<input type="checkbox"/> member of an historically underserved, marginalized or excluded group <input type="checkbox"/> engaged in research projects that involve marginalized and/or equity-seeking participants, communities, or partners <input type="checkbox"/> early career researcher (have held an independent academic position for five years or less as of July 1, 2020) <input type="checkbox"/> grant or contract funding has been decreased or cancelled by the sponsor as a consequence of COVID-19

Eligible non-salary expenses

Please outline below any non-salary research maintenance and/or ramp-up costs incurred between March 15 and November 15, 2020. Please see [page 1 for examples of eligible and ineligible costs](#). Add rows as necessary.

Research expense category	Brief description of the research expense incurred	Vendor name	Date expense was incurred <i>must be between March and November 15, 2020</i>	Account from which the expense was paid <i>please provide the account number</i>
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Eligible salary expenses

Please outline below any salary expenses incurred for research personnel (i.e. undergraduate or graduate students, postdoctoral fellows, and other personnel associated with research projects) engaged in research maintenance and/or ramp-up activities between August 30 and November 15, 2020. Add rows as necessary.

Employee name <i>last name, first name</i>	Employee ID	Account from which they were paid <i>please provide the full chart field string</i>	Type of research activity in which they were engaged	Brief description of research maintenance and/or ramp-up activities in which they were engaged	Start date of eligible activity <i>must be no earlier than August 30, 2020</i>	End date of the eligible activity <i>must be no later than November 15, 2020</i>	Cost incurred during the eligibility period
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Confirmation of eligibility of expenses

I hereby confirm that the expenses outlined above:

- are specific to a research project;
- have been incurred to maintain essential research-related commitments during the COVID-19 pandemic and/or support ramping-up to full research activities as physical distancing measures are eased and research activities can resume; and
- are extraordinary and incremental to expenses already covered by existing sources of funds.