INTERNAL: SABBATICIAL RESEARCH GRANT GUIDELINES

Article 16.7.3 of the UofR/URFA collective agreement states that a member may apply to use part of their sabbatical remuneration as a research grant. This program permits researchers to receive a research grant in lieu of salary, under certain conditions. The grant may be used for all the purposes of a grant-in-aid, except salary for the principal investigator. This program covers only research activities, and is not intended to cover projects directed at teaching or the development of teaching-related skills.

Upon approval, the research grant will be paid in the first pay period of the sabbatical period if for a six month sabbatical or in two instalments for a sabbatical that covers two calendar years. The applicant’s sabbatical salary shall then be reduced the amount of the sabbatical grant in equal monthly payments over the course of the sabbatical.

Once the grant has been awarded, the funds are no longer considered to be salary, but constitute a research grant, which is subject to the CRA guidelines and the research-related policies of the University. The value of the research grant request should be reasonable and commensurate with the proportion of time to be spent on the research project.

Grants awarded under this program are regarded as taxable income; however, the grant payment(s) will be treated as T4A income for tax purposes and accordingly, no income tax will be deducted by the University. The award recipient is responsible for reporting the income to Revenue Canada and declaring eligible expenditures against it.

RESEARCH GRANTS (see Income Tax Folio: S1-F2-C3, Scholarships, Research Grants and Other Education Assistance)

Research grants for the purposes of paragraph 56(1)(o) (Income Tax Act) are taxable as income in the year of receipt to the extent that the grant received exceeds the research expenses incurred to carry out the research. Budget submissions should be prepared with reference to the eligible expenses outlined in the Canada Revenue Agency S1-F2-C3: Scholarships, Research Grants and Other Education Assistance.

The grant will be administered by the researcher, and the responsibility for dealing with the Canada Revenue Agency on any tax-related matters shall be the researcher’s alone.

Grant Period

According to the CRA under Income Tax Folio, S1-F2-C3, Scholarships, Research Grants and Other Education Assistance (the “Income Tax Folio”) research grant-related expenses must be incurred in the same calendar year in which the research grant is received in order to be claimed against the grant. In some cases, research expenses may be incurred in the year immediately preceding or immediately following the year in which the grant is received. Please see Section 3.77 of the Income Tax Folio for further details.
APPLICATION

Application for a Sabbatical Research Grant (copy attached) must be fully completed in applying for a grant under this program. Care must be taken in completing the budget section of the application. Full details of expenditures must be given, expenditures must be justified in relation to the proposed research program, and must be developed with due regard to economy of funds.

TRAVEL

Travel costs will be allowable for purposes essential to the research outlined. The nature and limits of travel expenditures must conform to the applicable portions of University’s travel policy. Questions regarding the University’s travel policy in relation to sabbatical leaves can be referred to Human Resources or Financial Services.

Members are also advised that travel must conform to the CRA guidelines in the Income Tax Folio (2.75 and 2.76).

PAYMENT OF RESEARCH PERSONNEL

Any personnel hired by an academic staff member during the sabbatical must be hired as independent consultants by the researcher, with receipts or invoices submitted for time worked. Payments to individuals from the grant may be subject to statutory deductions such as income tax, unemployment insurance and Canada Pension Plan premiums. The University is not responsible for payments and statutory deductions for independent consultants hired by an academic staff member. No salary payments may be made to the applicant.

EQUIPMENT

Ownership of equipment purchased with funds awarded through this program vests in the individual. Purchase of this equipment is a personal transaction, and therefore, these purchases should not be made through the University’s Supply Management Department. Applicants should seek independent advice related to any potential tax implications of purchasing equipment.

SUBMISSION AND ADJUDICATION

One original application should be submitted to the Provost and Vice-President Academic and the faculty dean. The Provost and Vice-President Academic and faculty dean will approve it in accordance with the following criteria:

- The grant must be requested for specific research - not for the general purposes of pursuing scholarly activities or teaching-related/teaching-orientated research – see paragraph 3.32, 3.59 and 3.60 of the Income Tax Folio
- Research that involves human or animal subjects must have the appropriate approvals in place.
- Requires an itemized budget detailing all the various research expenditures with explanations to determine the validity of the request.
- The University benefit from the research activity.
- The research activity is timely and appropriate for the field of interest of the researcher.
• The researcher has adequately described how the research differs from what is expected as part of their normal duties.
• The amounts requested in the budget appear reasonable and justifiable.

The amount of the grant requested is reasonable and commensurate with the value of the reduction in the normal workload of the applicant.

The applicant will be advised of the results of the review, including rationale, by letter. Upon approval, a copy will be forwarded to the Human Resources Department at least three weeks before the grant payments are to begin.

**TAX INFORMATION**

The researcher is not required to submit an accounting for these funds to the University, but since it is the responsibility of the researcher to support claims for deductions to Revenue Canada, researchers should keep detailed records of research expenditures. Receipts should be retained in the event that substantiation is requested by Canada Revenue Agency. The University is unable to provide any tax information in addition to *S1-F2-C3: Scholarships, Research Grants and Other Education Assistance*. Requests for additional information should be directed to the Canada Revenue Agency.