

# UNBC Research Funding Extension Guidelines

## EXECUTIVE SUMMARY

In the event that a residual balance of funds remains upon completion of an internal grant or an external grant/contract (except Tri-Agency grants – for Tri-Agency grants please see UNBC’s General Research Fund (GRF) Guideline) held by a researcher at UNBC, the researcher may request access to these funds if these residual funds may be retained by the institution upon completion of the grant/contract.

Research Funds must be used as authorized by the original grant. The use of research funds must be approved by the Vice President Research, and must be used within six months of being approved.

The Research Funding Guidelines provide guidance around the use and distribution of the funds and ensure compliance with the funder’s and UNBC’s policies.

## GUIDELINES

### *Definitions:*

**Funder:** in this document, Funder may refer to UNBC (for internal grants) or the awarder of the original external grant/contract (e.g. industry, not-for-profit organization, government, funding agency, foundation, etc.)

### *Responsibility:*

The Vice-President Research is responsible for reviewing applications for the extension of use of research funding. Requests for the use of residual research funds are to be sent to the Office of Research.

### *Procedure:*

Upon the expiration of a grant received from UNBC or an external grant/contract (except Tri-Agency grants – for Tri-Agency grants please see UNBC’s General Research Fund (GRF) Guideline) (see Appendix A), a freeze will be placed on any residual balances.

Researchers whose authorized granting period has ended (including any automatic extension periods granted by the funder), must apply to the Vice President Research if they wish to access the residual balance. Researchers must provide the Vice President Research with a justification as to how the funds will be used (funds may only be used for the purposes for which they were originally awarded). Researchers must also provide an explanation as to why the funds were not spent and how the researcher plans to mitigate future difficulties. Researchers must plan to spend the funds within six months of being approved for an extension by the Vice President Research.

After the six-month extension period, funds not spent by the researcher will return to UNBC. No further extensions will be permitted.

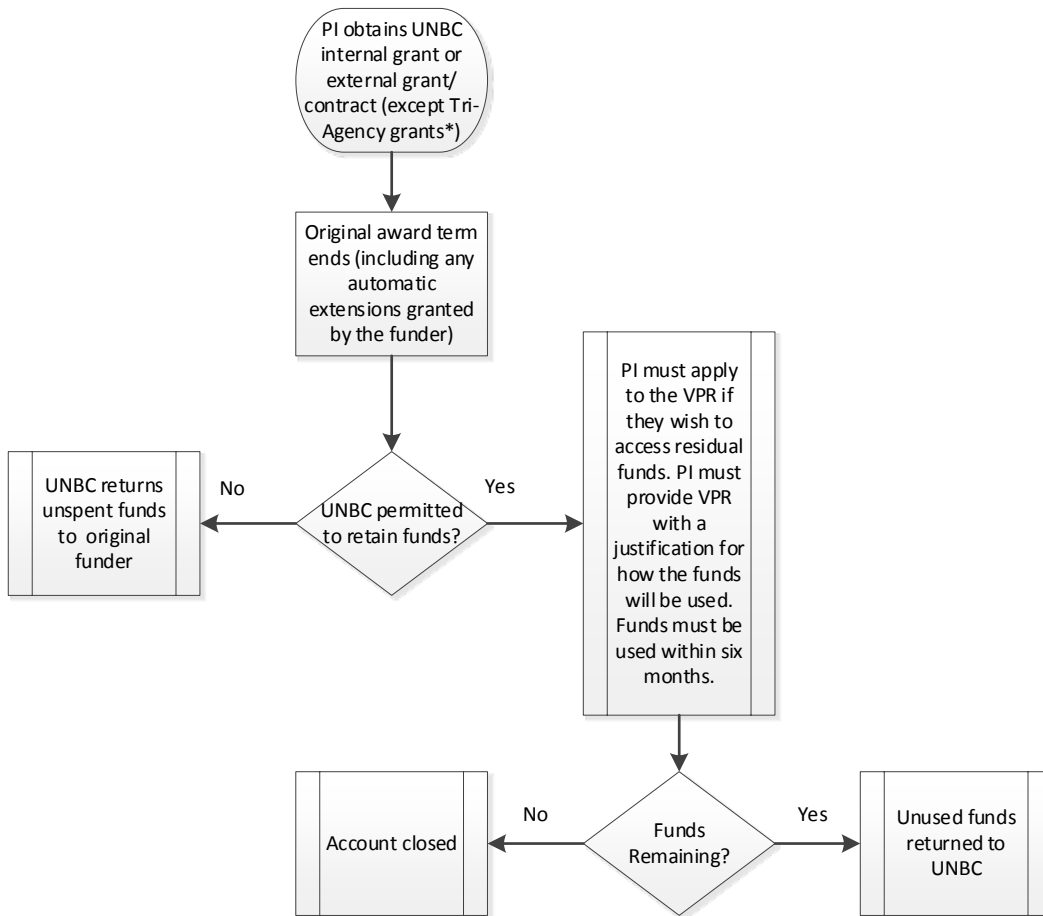
### *References:*

UNBC Contract Administration Policy:

<https://our.unbc.ca/sites/Policies/development/Policy/Contract%20Administration.pdf#search=search%20finance>

Appendix A: UNBC Research Funding extension process flowchart

Research Funding Extension Process



\* For Tri-Agency grants, please refer to the UNBC General Research Fund (GRF) Guidelines