



Research Trainee Program  
Competition for Post-Doctoral Fellowship Awards

---

**AWARD MANAGEMENT & ELIGIBLE EXPENSES**

LAST UPDATED: JUNE 23, 2016

## Table of Contents

1.	Stipend Portion: Award Set-Up .....	1
2.	Stipend Portion: Award Payments.....	1
3.	Research and Travel Portion: Award Set-up.....	1
4.	Research and Travel Portion: Award Payments and Usage.....	1
5.	Taxation of MSFHR Research Trainee Awards.....	2
6.	Research and Travel Allowance: Eligible Expenses .....	2
6.1	Travel and Subsistence Costs .....	2
6.2	Equipment and Supplies.....	3
6.3	Computers and Electronic Devices .....	3
6.4	Dissemination of Research Results.....	3
6.5	Services and Miscellaneous Expenses .....	4



## 1. Stipend Portion: Award Set-Up

---

The stipend portion of the award will be set up through the Host Institution's Office of Research Services. To set up the account, the Office of Research Services requires a copy of the MSFHR Award Detail Notification letter, a copy of which is sent electronically by MSFHR to the Office of Research Services at the Host Institutions.

## 2. Stipend Portion: Award Payments

---

Award payments are made to the Host Institution on a quarterly basis via wire-transfers; payment schedules for the Award Recipient are determined by the Host Institution. The Host Institution is also responsible for any tax deductions taken off the Award Recipient's Post-Doctoral Fellowship Award. MSFHR does not pay benefits.

## 3. Research and Travel Portion: Award Set-Up

---

The research and travel portion of the award is normally set up through the Office of Research Services in an account under the Award Recipient's primary supervisor's name. Check with your Host Institution's Office of Research Services for details about setting up an account.

## 4. Research and Travel Portion: Award Payments and Usage

---

The research and travel allowance portion of the award is paid on a quarterly basis and is held in the post-doctoral fellow's primary supervisor's research account. All expenses must be approved by the Award Recipient's primary supervisor and funds must be used by the Award Recipient. For reimbursement, Award Recipients are subject to the travel and expenses reimbursement policies of their Host Institution.

Any remaining research and travel funds at year-end can be carried over into the subsequent year of the award. Only expenses that are incurred during the award period can be claimed against the research allowance. All receipts must be submitted to the primary supervisor within three months of the official award termination date, at which time the finance department of the Host Institution will issue a final financial statement to MSFHR. Any remaining funds must be returned to MSFHR immediately.

*Note: Research and travel allowance funds may not be used while a post-doctoral fellow award is on hold.*

## 5. Taxation of MSFHR Research Trainee Awards

---

MSFHR Research Trainee – Post-Doctoral Fellowship Awards are administered through Host Institutions. Host Institutions determine the appropriate tax treatment for the payment of awards. Questions pertaining to tax issues should be directed to the Host Institution administering award payments.

## 6. Research and Travel Allowance: Eligible Expenses

---

The research and travel allowance is provided for expenses that are directly related to a post-doctoral fellow's research project only.

### 6.1 Travel and Subsistence Costs

#### Eligible Expenses

- Travel and subsistence costs (meals and accommodation) include reasonable out-of-pocket expenses for field work, meetings, and research conferences/presentations
- Air travel, claimed at the lowest rate available, not to exceed full economy fare
- Travel cancellation insurance
- Safety-related expenses for field work, such as protective gear, immunizations, etc.
- Fees for entry visa to foreign countries when required for the purpose of the trip

#### Non-Eligible Expenses

- Cost of alcoholic beverages consumed while travelling
- Commuting costs between the residence and Host Institution or research location, or between two places of employment
- Passport and immigration fees
- Work permit fees
- Reimbursement for airfare purchased through personal frequent flyer programs

## 6.2 Equipment and Supplies

### Eligible Expenses

- Purchase of scientific materials, supplies, and equipment directly related to the post-doctoral fellow's research project
- Extended warranty for equipment

### Non-Eligible Expenses

- Insurance costs for equipment

## 6.3 Computers and Electronic Devices

### Eligible Expenses

- Purchase/lease of computers, modems, and other hardware and software required for the research (the policies of the Host Institution with respect to ownership of equipment will apply to equipment bought with these funds).
- Monthly charges for the use of the Internet from the institution or the home are eligible only when this service is required for the purpose of research and not normally provided by the institution free of charge.

### Non-Eligible Expenses

- Standard monthly connection or rental costs of telephones
- Installation of new telephone or other lines (telephone or other links)
- Voicemail
- Library acquisitions, computer and other information services provided to all members of an Institution
- Rental or purchase of cellular phones including service plans, long distance or local charges, roaming or other charges UNLESS necessary for data collection for the research project

## 6.4 Dissemination of Research Results

### Eligible Expenses

- Costs associated with the dissemination, linkages and outreach of research results through traditional and non-traditional venues, e.g. publications, conference presentations, page charges for articles published, costs for preparing a research manuscript for publication, videos, toolkits, translation, etc.

- Costs of developing web-based information, including website maintenance fees during the term of the award

## 6.5 Services and Miscellaneous Expenses

### Eligible Expenses

- Costs of membership in professional associations or scientific societies, or those required to maintain compliance with provincial regulations when directly related to the research project

### Non-Eligible Expenses

- Moving costs
- Office furniture
- Parking fees for vehicles
- Medical, property or automobile insurance costs
- Costs of construction, renovation or rental of laboratories or supporting facilities
- Costs associated with thesis examination or defense, including external examiner costs
- Education-related costs such as thesis preparation, tuition and course fees
- Salaries paid to administrative staff (full or part time)
- Patenting expenses
- Expenses related to obtaining a patent or intellectual property arising from this or any other research project
- Sales taxes to which an exemption or rebate applies
- Costs of entertainment, hospitality and gifts
- Costs related to professional training or development, such as computer and language training
- Costs involved in the preparation of teaching materials
- Costs associated with ethical review, biohazard or radiation safety, environmental assessments, and by-laws