

ELIGIBLE EXPENDITURES FOR RESEARCH GRANTS

This is not a complete list. For items not included here, please contact the Office of Research Services (research@concordia.ab.ca).

Type of expense	Expense	Eligibility	
		Yes	No
Indirect costs of research	Phone and internet (except when required specifically for the research activity), stationery usually provided by CUE, common computer equipment, printers, office or lab renovations, maintenance, administration costs, certification expenses, water, power, insurance (except for travel and health –see below-), overhead expenses		X
Any	Retroactive expenses (before the start of the award) or those incurred after the end date of the award (including any automatic or granted extension, if applicable)		X
Travel	Airfare and travel agency fees (economy or lesser class)	X	
	Flight class upgrading, or flights purchased using points from frequent flyer programs		X
	Travel insurance, including medical and cancellation	X	
	Automobile insurance, maintenance or repairs		X
	Seat reserve charges	X	
	Ground transportation (as per CUE Travel expense procedure), including taxi, public transit. Small gratuities (under 15%) are allowed.	X	
	Car rental, parking, fuel, loss damage waiver fees, for vehicles rented for research purposes, as recommended by CUE Travel Expense Procedure, limited to standard size vehicle or smaller.	X	
	Passport and immigration fees, including Labour Market Impact Assessment (LMIA) exception		X
	Visas of research participants (including Principal Investigator, Research Assistants) for external research stays	X	
	Conference and abstract registration fees	X	
	Professional association membership fees	X	
	Visas of external participants for research that occurs at CUE		X
	Meals (<i>per diem</i> or with receipt). Allowance is determined in CUE Travel expense procedure (<i>Alfresco</i>). Meals cannot be simultaneously claimed as <i>per diem</i> and with receipt.	X	
	Travel of external research collaborators living outside of Edmonton region, to and from CUE, for research purposes.	X	
	Commuting and/or living expenses of research collaborators to do research at CUE		X
	Travel for a Sabbatical stay*, limited to one round trip to and from the place where the Sabbatical stay will take place	X	
	Living expenses (subsistence, accommodation, commuting) for Research Stay** or Sabbatical*		X
	Health insurance of CUE members traveling abroad	X	
Health insurance (in addition to CUE benefits) for CUE members for a Research Stay** or Sabbatical*		X	
Health and/or life insurance for visitors at CUE, whether research related or not		X	

Type of expense	Expense	Eligibility	
		Yes	No
Equipment and research materials	Subscription to journals or pay-per-article fees (when not in CUE's catalogue)	X	
	Publication fees (including open-access)	X	
	Website development and maintenance fees, including SurveyMonkey	X	
	Computer equipment (when included in budget and required for the research activity)	X	
	Computer software (when included in budget and required for the research activity)	X	
	Lab equipment and/or chemical or biological reagents, materials, as needed for the research	X	
	Shipping and brokerage fees for equipment and/or reagents	X	
Salaries	Salaries or compensation of the investigator (award holder), including release time		X
	Salaries of Research Assistants	X	
	Student stipends	X	
	Consulting fees	X	
	Honoraria for guest speakers	X	
	Salaries for Project Coordinators (SSHRC only)	X	
	Salaries for Administrative Staff		X
Educational	Tuition, examination, thesis defense-associated costs, fees or honoraria, preparation of teaching materials		X
	Training of Research Assistants as required for the funded research	X	
	Training for the Principal Investigator (award holder) or non-research staff		X
Hospitality and Gifts	Hospitality costs, including food (no alcohol allowed) for networking and dissemination	X	
	Venue rental, audiovisual equipment rental, filming and recording expenses, event advertising materials (flyers, banners, handbills)	X	
	Awards to staff, including Research Assistants and Principal Investigator		X
	Modest awards to participants in dissemination activities	X	
	Fees paid and gifts for the purpose of participant recruitment or participation, such as modest incentives to consider participation (i.e., to establish a potential participant pool), where approved by a Research Ethics Board. Excluding alcohol, tobacco and cannabis.	X	
	Gifts including tobacco, only for research with Indigenous communities, when appropriate	X	

*Sabbatical stays are adjudicated annually at CUE by the Research and Faculty Development Committee; similar consideration applies to external visitors holding a Sabbatical stay at CUE.

**A Research stay is considered any research activity where a member of CUE or an external collaborator travels a minimum of 100 km outside of their original place of residence for a minimum of 2 consecutive days. If a researcher or staff establishes a dwelling at the research location, whether shared or alone, or stays for longer than 15 days, accommodations, meals are considered living expenses, and ground transportation to and from the research site is considered commuting.

