Cash & In-Kind Contributions

Faculty of Humanities and Social Sciences
Research Reference Guides

Cash & In-kind Contributions

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Introduction

What is a contribution?

Definition of cash contribution: cash committed by a person/institution to a project for expenses related to the direct costs of research and/or research-related activities tied to achieving the objectives for which the grant was awarded.

Definition of in-kind contribution: non-monetary resources [goods or services] that partners, sponsoring organizations, and/or the grantee's institution commit to provide to support the project; these are valuated as cash-equivalent in order to be included as a confirmed contribution; there is no money exchanged.

What is a 'required match'?

Granting agencies[1] set the maximum funds that can be awarded to any particular grant program[2]; for example, the maximum funds that can be awarded for a SSHRC Insight Grant (IG) is $400,000 over 5 years and SSHRC can cover the full costs of the project. This means that it is not mandatory to include cash or in-kind contributions[3] for an IG, although you can. In some instances, it may even be strategic to include them.

Alternatively, programs such as the NSERC Alliance, the SSHRC Connection, SSHRC Partnership Grant, and (most) DFO grants have mandatory contributions, as part of their applications, meaning that these programs won't fund the full project costs – they cover only a portion and it is expected that you will find other sources to cover the rest of the project's costs. These additional, valuated, contributions to the project can either be in cash or in-kind. They are a commitment from sources, other than the funding agency you are applying to, to help pay or provide a service or equipment so that the project can reach its objectives.

Summary: There are 3 main scenarios in which you may have to or want to search for contributions prior to submitting your grant application to the agency:

1. The total cost of your research project is under the maximum funds the agency will award, but you want to secure contributions to strengthen your application by demonstrating support for it. For example, you estimate the full cost of your research project will be $200,000, and SSHRC's Insight Grant can award a maximum of $400,000. You decide to secure $20,000 of in-kind and/or cash contributions in order to demonstrate to SSHRC the support you have for your project from your Department, Faculty, university, community partner, etc.;
2. The maximum awarded funds are not adequate to cover the full cost of your project and you therefore need to supplement the agency's funds with other supports in order to reach the objectives of your project. For example, you estimate the full cost of your project will be $450,000, but SSHRC's Insight Grant only awards $400,000. You will have to secure $50,000 in-kind and/or cash contributions in order to demonstrate to SSHRC the feasibility of your project.
3. The grant program may require you to secure matching funds up to a certain percentage of the total program funding. For example, the SSHRC Connection Grant

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[1] Throughout, this document uses the word "agencies" to identify funding sources external to Memorial and "units" for internal sources of funds. Units may provide grants, or they may be approached by an applicant with requests for contributions.

[2] This document focuses on research grant applications and funding programs however, please be aware that contributions may also be involved in contract or agreement budgets. The same basic principals and processes apply in the negotiation of budgets to be included in agreements.

[3] In the granting world, the words "contribution" and "commitment" are often used interchangeably. In this document, we use "contribution" to mean the cash or the valuated service, space, time, etc. that has been committed to the project.

requires you to secure 50% of the total funds you request in cash and/or in-kind contributions. Therefore, if you submit a Connection application requesting $20,000 in SSHRC funds, you must demonstrate (through letters of support, in this case) that you have secured $10,000 in cash and/or in-kind contributions.

Eligibility of Contributions

If you decide you want to or you need to secure contributions for your grant application or proposal, the next consideration is eligibility of each contribution. Most granting agencies have criteria as to what is allowed to be valuated as an in-kind or cash contribution. Eligibility of contributions is based on reconciliation and intersection of policies and obligations:

1. the Grant Agency or Sponsor's overall and competition-specific regulations;
2. Institutional policies, regulations, and agreements (research, partnership, and collective / union agreements) for both Memorial, and any other external institutions involved in the application.

For example, cash and resources provided to faculty members or researchers and outlined in Collective Agreements such as with MUNFA, LUMUN, or TAUMUN must be considered alongside SSHRC's own general principles when considering if something is eligible as a contribution or not:

A. Is it cash you have available on hand, which can be used to support the research, and does not come from a federal agency?
B. If it is not cash, does the resource (e.g. staff or student time, equipment, space, etc.) belong to you, and if not, would you normally have to pay to use or have access to it?
C. Have you included the expense already in the budget?

Typically, the following items are not eligible to be used as contributions towards SSHRC:

1. Memorial or faculty researcher's
   a. Research or service time / salary-portion;
   b. Office or meeting space in your home department or faculty for which you have access as a member of that unit – i.e. you have normal access;
   c. The equipment you are provided in order to do your job – i.e. your regular work computer;
   d. Federal agency research funds.
2. Anything that does not have a 'fair market value' – ie it is freely available, and the direct costs of use cannot be valued.
3. Administrative staff time for indirect costs of research – ie finance and HR tasks that are normal part of their jobs.

In some scenarios for SSHRC external collaborator's time – especially for team members who from not-for-profit organizations – can be compensated or used as a contribution. Additionally, researchers who normally teach as part of their appointment can use course releases as contributions. Administrative staff time can be used as a contribution if it is over and above their normal duties in regard to a specific project in which their supervisor dedicates a portion of their time to direct support of the research.

The following will be helpful for most internal Memorial grants and for SSHRC competitions: Tri-Agency Guide on Financial Administration, SSHRC's Guidelines for Cash and In-kind Contributions. For NSERC, see Guidelines on Eligibility and Value of In-Kind Contributions, and for CIHR see: In-kind Eligibility Table (In-Kind Contributions Recognized by CIHR). Other granting agencies, for example Government of Canada, European Union, etc., have different eligibility criteria. In these cases, it's often possible to value faculty researcher and

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administrative staff time, for instance, as well as normal office and meeting spaces. This is almost the exact opposite of what SSHRC allows! It is important to carefully read the Terms of Reference for the program and speak to your Grants Facilitation Officer (GFO) before pursuing the confirmation of contributions.

Confirmed vs Unconfirmed Contributions and Prospective Opportunities

Typically, HSS interprets the distinction between confirmed and unconfirmed contributions and potential opportunities for contributions as a matter of whether or not a process or ask has been made for the contribution, and if an answer has been provided allowing documentation.

1. Confirmed Contribution - you've asked, and have a documented answer or result
2. Unconfirmed Contribution – you've asked, but haven't heard back yet
3. Prospective Opportunity for Contribution – you either haven't asked yet, or can't ask *at the time of application*

Each agency can handle these scenarios differently, but typically confirmed and unconfirmed contributions can be mentioned and valued in budget documents, whereas prospective opportunities cannot be valued. They can, however, be mentioned in the narrative sections of the proposal, especially when contribution plans are requested. Demonstrating that you have awareness of further support can aid in a feasibility score as it points to due diligence on your part, even though you can't ask for the support as of yet.

Practicalities and Internal Processes

All confirmed cash and in-kind contributions listed in grant applications must have **back-up documentation** on file with the HSS Dean's Office and Research Initiatives and Services (RIS) for an application to be approved for submission or an agreement or Letter of Support be signed. Applications, agreements, or letters missing this documentation are considered incomplete. In most cases, this documentation should be **uploaded as attachments to a Researcher Portal (RP) file.** If an RP file is not required for a particular submission, these documents must be e-mailed to your GFO.

Having back-up documents on file for additional commitments to your project is useful and helpful for the applicant, as well. If there is a change in personnel either at Memorial or at the institution that made the commitment, the back-up documentation can be referred to. This documentation ensures the feasibility of the project reaching its outcomes and lowers the risk for the applicant in cases of disputes.

The process of securing back-up documentation should begin sufficiently in advance of HSS's internal deadlines (hint! see HSS's Research Funding Tracker). Confirming contributions and then working them into the proposal and the budget can be time consuming. **Start early!**

Contacts and resources

Questions about the information in this document should be directed to one of HSS's GFOs:
- Heather C. O'Brien: HSSResearchAdmin@mun.ca, 864-8603
- Matthew Milner: HSSResearchGrants@mun.ca, 864-8050

Budget help guides, research application guides, HSS request forms, and links to relevant Memorial and other research policies can be found on HSS's Research Support Services website: https://www.mun.ca/hss/research/

Cash Contributions

Memorial Departmental Baseline Allocations (Cash)

With formal approval from Department Heads and/or Graduate Officers (as applicable for your department), the School of Graduate Studies (SGS) is willing to facilitate a confirmed pre-commitment of departmental baseline allocations (i.e. graduate student stipends) toward specific research projects. For HSS, the maximum that SGS allocates for baseline, as of April 1, 2022, is $8,000 per year per MA student (2 years maximum) and $14,000 per year per PhD student (4 years maximum). However, the amount provided to students may vary from department to department based on the decisions each department have made surrounding baseline funding for their graduate students.

For additional information, see HSS's Budget Help document, SGS Student Funding Baseline.

Note: in your grant proposal, this contribution should be attributed to SGS.

Process:
1. Discuss possibilities with your Department Head and/or Graduate Officer.
2. Complete the Future Departmental Baseline form (instructions included in the form) and obtain departmental signature.
3. Email the signed form requesting signature, to Elizabeth Simms (elizabeth.simms@mun.ca), SGS Manager, Planning and Strategic Operations.
4. Once fully signed, email the form to your GFO.

Required documentation to submit with your application:
1. A fully signed Future Departmental Baseline form.

Memorial's President's Doctoral Student Investment Fund – PDSIF (Cash)

The School of Graduate Studies (SGS) provide new faculty members with financial support for supervising a doctoral student through a PDSIF fund. The PDSIF is intended to increase PhD enrolment and enhance career development of the newest faculty members of Memorial. PDSIF amounts are currently set at $7,500/year. Only new tenure-track faculty members are eligible for this funding within the first three years of their appointment. Questions should be directed to your Department Head and/or Graduate Officer. If you require more information, contact Elizabeth Simms (elizabeth.simms@mun.ca), SGS Manager, Planning and Strategic Operations.

With formal approval from Department Heads and/or Graduate Officers (as applicable for your department), the School of Graduate Studies (SGS) is willing to confirm pre-commitment of a PDSIF toward specific research projects. These are considered a type of baseline and therefore, completion of HSS's *Future Departmental Baseline* form is required.

For additional information, see HSS's Budget Help document, SGS Student Funding Baseline.

Note: In your proposal, these funds must be attributed to the School of Graduate Studies.

Process:
1. The request process mirrors that for SGS Baseline. Discuss possibilities with your Department Head and/or Graduate Officer.

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2. Complete the Future Departmental Baseline form (instructions included in the form) and obtain departmental signature.
3. Email the signed form requesting signature, to Elizabeth Simms (elizabeth.simms@mun.ca), SGS Manager, Planning and Strategic Operations.
4. Once fully signed, email the form to your GFO.

Required documentation to submit with your application:
1. A fully signed Future Departmental Baseline form.

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Memorial's Indigenous Student Recruitment Fund - ISRF (Cash)
The School of Graduate Studies offers special funding to recruit Indigenous students in accordance with the recommendations of Memorial University's 2009 Report of the Presidential Task Force on Indigenous Initiatives as well as Memorial University's 2021-2026 Strategic Framework for Indigenization. This funding is aimed at supporting and increasing the enrolment of Indigenous students in graduate programs. SGS will offer additional fellowship funding to academic units recommending admission for Indigenous graduate students. $5,000/yr renewable funding will be for either Masters (2years) or PhD (4 years) programs, and will be outside of departmental baseline budgets. This funding may be coupled with normal baseline fellowship monies to offer competitive support for highly qualified Indigenous graduate students. Questions should be directed to your Department Head and/or Graduate Officer. If you require more information, contact Elizabeth Simms (elizabeth.simms@mun.ca), SGS Manager, Planning and Strategic Operations.

This funding requires a specific student in order to be actualized. Typically, it cannot be coupled with research funding without a confirmed recipient already in place. Documentation requires formal approval from Department Heads and/or Graduate Officers (as applicable for your department) and the School of Graduate Studies (SGS) willingness to confirm commitment of an ISRF toward specific research projects. As these are student-specific, email confirmation of the allocation, and proof of the ISRF award are both required.

For additional information, see HSS's Budget Help document, SGS Student Funding Baseline.

Note: In your proposal, these funds must be attributed to the School of Graduate Studies.

Process:
1. Follow the existing nomination procedure for the ISRF.
2. Obtain email approval to use an awarded ISRF from your Department Head and/or Graduate Officer.
3. Email Elizabeth Simms (elizabeth.simms@mun.ca), SGS Manager, Planning and Strategic Operations to confirm use of the award as a contribution.
4. Forward emails and ISRF award documentation to your GFO.

Required documentation to submit with your application:
1. Emails approving allocation of the award as a contribution.
2. ISRF award notification.

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Memorial's Professional Development and Travel Expense Reimbursement Fund - PDTER (Cash)

As outlined in Memorial University of Newfoundland Faculty Association's (MUNFA), Collective Agreement (CA), PDTER funds are allocated to faculty members annually. Check the CA for current annual allocations (as of 2023 it was $1,800). These funds may be leveraged in support of grant applications, as applicable by the funding agency and as long as the budget expense you cover with your PDTER funds in the application also conforms to the allowable expenses in the current MUNFA CA. For example, paying a student wages as a Graduate Research Assistant is now a qualifying expenditure; "travel and accommodation of students supervised by the ASM to attend scholarly conferences and conduct research," however, is eligible.

Note: In your grant application, this contribution should be attributed to your department.

Required documentation to submit with your application:
1) An emailed statement from you to your GFO stating, "I will reserve $XXXX of my PDTER until the results of the [NAME OF GRANT AND YEAR] competition are known, and if I am successful, will use the funds as outlined in the proposal. I intend to use these funds in the years XXX for XXX expenses."
2) An email from your department's administrative staff person stating that the funds are available for the specific period of the project and haven't been allocated already to a different grant or project.
3) An email from your Department Head stating they approve of the outlined expenditures for the PDTER funds.

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Memorial's Start-Up Funds or Other Faculty Awards or Funds (Cash)

As outlined in the Memorial University of Newfoundland Faculty Association's (MUNFA), Collective Agreement (CA), Start-Up funds may be available to faculty members when they first join Memorial as a tenure-track or contractual ASM. These funds may be leveraged (in whole or in part) in support of grant applications, as applicable by the funding agency.

There are other, internal awards that may also be used as contributions such as: Internal Research Awards, HSS Faculty Awards, etc. Whether or not a particular award is eligible to be used as a cash contribution will depend on the funding agency's guidelines.

Note: In your grant application, this contribution should be attributed to the unit that is the source of the funds.

Required documentation to submit with your application:
1) The award letter confirming that you have been awarded the funds, which should include the total awarded and the dates that the funds are available to you.
2) An emailed statement from you to your GFO stating, "I will reserve $XXXX of my [NAME OF AWARD] award (FOAPAL #XXX) until the results of the [NAME OF GRANT AND YEAR] competition are known, and if I am successful, will use the funds as outlined in the proposal for the years XXX."
3) An email from your department's administrative staff person stating that the funds are available in the account and that they haven't been allocated to a different grant or project.

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Memorial HSS and/or VPR Support (Cash)

You may request the HSS Dean's Office (DO) and/or the Office of the Vice-President (Research) (OVPR) support your grant application through cash support. You may request that these offices provide cash for grant programs that require matching funds; there are extenuating circumstances, however, in which these offices can provide cash to other programs. You must request HSS Deans Office funding support before the VPR's office will receive a request for cash.

Typically, both offices decide on whether or not to approve a cash contribution, and the total cash approved, based on the total grant funds that will remain at Memorial or that will be transferred to Memorial. That is, if you are a Memorial co-applicant and the PI is external to Memorial, you will need to state the total funds that will be transferred to Memorial from the PI's institution. The OVPR may contribute cash up to 10% of the funds that will stay at Memorial or be transferred here and will only consider requests that have first been considered by the HSS DO.

Note: These requests should only be made for major external funding proposals and can take time to process so please submit at least 8 weeks in advance of the HSS internal deadline. The OVPR have guidelines for these requests; the below process adheres to those guidelines.

Process:
1. Requests must follow the Guidelines for VPR Matching Support instructions and is coordinated through your GFO. You must have a Memorial Researcher Portal file started and a draft of the application and budget uploaded to it, before you can submit your request.
2. Complete the HSS form: For Major External Funding Proposals: Request for Cash Support from the HSS Dean's Office and/or the Office of the Vice-President (Research). See the form for complete instructions.
3. Email the form to your GFO for review; they may request or suggest revisions.
4. Once revisions are complete, you must sign the form and then obtain departmental signature on the form.
5. Your GFO will then forward the form to the Dean's Office and/or the OVPR and will communicate results back to you via email.

Required documentation to submit with your application:
1) A fully signed For Major External Funding Proposals: Request for Cash Support from the HSS Dean's Office and/or the Office of the Vice-President (Research) form.
2) E-mails from the Dean's Office and/or OVPR confirming either/or the HSS DO commitment and the OVPR's commitment.

Memorial's Nexus Centre (Cash)

Nexus wants to support grant applications from the Faculty of HSS. Whether this is through a cash supplement to support a project-related event at Nexus (workshops, speakers, etc.), through logistical support such as providing space, equipment, etc. (see Space / Nexus Centre *(in-kind)*), or by providing hours from a graduate assistantship dedicated to your project (see Student / Nexus Centre *(in-kind)*), Nexus encourages HSS grant applicants to think about

how Nexus can be a partner or participant in your grant application. Please contact the Nexus Centre's Director for more information and to discuss ideas you may have.

Note: Whether or not Nexus support is considered an eligible cash or in-kind contribution should be checked against the funding agency's guidelines. Normally for Tri-Agency, it is only eligible if the contribution is *above and beyond what a faculty member, staff member, or student would usually have access to or would normally have to pay a fee for use*.

Process:
1. Email the Nexus Director to discuss possibilities. If you or the Director have questions about eligibility of a contribution, valuating the contribution, etc., contact your GFO.

Required documentation to submit with your application:
1. A confirmation letter or email from the Nexus Centre's Director that specifies the nature and period of the commitment, what the cash will be used for, and the total value being contributed.

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Memorial Internal Funding Competitions (Cash)
The following competitions can (typically) be applied for and then leveraged in support of other, internal, or external, grant applications:
- Memorial's Undergraduate Career Experience Program (MUCEP)
- Int'l Student Work Experience Program (ISWEP)
- Grad Student Work Experience Program (GradSWEP)
- Canada Summer Jobs (CSJ)
- Conference Fund
- Cross-Campus Initiatives Fund
- ISER Conference Grant or the ISER Research Grant
- Smallwood Conference Grant or the Smallwood Research Grant
- Office of Public Engagement grants
- Aging Research Centre
- Harris Centre grants
- Global Arctic Leadership Initiative grants
- Terra Nova Innovator Award
- John and Judy Bragg Family Foundation Applied Research Fund (Labrador)
- VPR/RIS-administered grants such as the SSHRC Explore; SSHRC Exchange grants; Seed, Bridge, Multidisciplinary Fund; OFI Vitamin Research Fund; and the Artistic/Creative Research Grants Program, Publication Subvention, Salary-Based Research Grant, etc.

Be accurate in your description of whether the internal grant funds are confirmed, unconfirmed, or prospective opportunities. See above for definitions of these scenarios.

Note: budget expenses cannot be duplicated between various proposals; instead, they should augment each other. Also, you must carefully check *both* the internal competition's Terms of Reference and the Guidelines or Terms and Conditions of the agency's program you're applying to, to ensure that both agencies allow these particular types of contributions and that all contributions, project activities, and expenses are eligible according to *both* agencies/units. You can use the Multiple Applications Master Budget Template to assist you in creating project budgets funded by multiple agencies.

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Process:
1. Apply to the competition as per the unit's instructions and by the competition deadlines. Some competitions require HSS review and approval; work with your GFO to map out a timeline/plan of all deadlines related to the project and the various funding agencies/units required to cover full project costs.
2. Keep all associated documents on file.
3. If awarded, inform the GFO.

Required documentation to submit with your application:
1. A copy of the internally grant application (including budget) and the award letter / email notification
2. Depending on circumstance[4], an e-mail from your Department's administrative staff person with the FOAPAL and balance of the account
3. Depending on circumstance [5], an emailed statement from you stating: "I will reserve $XXX of the [NAME OF GRANT] grant until the results of the [GRANT NAME APPLYING FOR] competition are known, and if I am successful, will use the funds as outlined in my proposal for the years XXX."

Other Memorial Sources (Cash)

Some Memorial units may have discretionary funds available to them to commit to research projects. Some units which may be able to support research projects with cash include: Botanical Gardens; ACENET; CITL; Research Innovation Office; libraries; Harris Centre; Office of Indigenous Affairs; School of Graduate Studies; Vice-Provost Equity, Diversity, Inclusion-Anti-Racism, Internationalization Office, Human Resources, various Research Units; various departments, schools, campuses, and/or faculties; etc. based on relevance of project activities to the unit and cash available to that unit.

It is important to ensure that the expense the cash is expected to cover is eligible according to the funding agency's guidelines. This should be taken into account during your discussions and/or negotiations with the unit.

Note: some units may be able to provide in-kind contributions instead of or in addition to cash supports. If so, see the process and documentation instructions for that type of contribution in the relevant sections, below.

Process:
1. The Memorial applicant should approach each unit to initiate a conversation about how that unit could be involved in and support the research activities. If these discussions are in support of a large partnership or institutionally-led application, RIS may be able to assist in these discussions. Remember to ask that the contribution(s) be documented in a letter or email.
2. Forward a copy to your GFO of the confirmation email or letter you receive from the unit. The GFO will then confirm 1) the contribution is eligible to be used by the funding agency and 2) all of the necessary information is contained in the email.

Required documentation to submit with your application:

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[4] Your GFO will let you know if additional documentation is required.
[5] Your GFO will let you know if additional documentation is required.

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1. An e-mail or letter *from the person with signing authority over the contribution* that states: the total cash that will be contributed to the project; the time-period in which those funds will be provided; and the activity or expenditure that will be covered by the cash.

Memorial's School of Graduate Studies Special Funding Initiatives (cash)

The School of Graduate Studies (SGS) lists various special funding initiatives that may be applicable to some agencies' grants. Please review options for listing this support as confirmed or unconfirmed in funding applications: www.mun.ca/sgs/go/specialfundinginitiatives.php. Questions should be directed to Department Heads or Graduate Officers, who can bring them to Elizabeth Simms (elizabeth.simms@mun.ca), SGS Manager, Planning and Strategic Operations.

Required documentation to submit with your application:
1. A letter or email from your Department Head/Graduate Officer confirming the support and specifying: name of faculty supervisor(s); name of PI/affiliation (if different from supervisor); funding application competition and project title; months/years of support; and the total value.
2. A letter or email from Elizabeth Simms confirming the support outlined in (1)

External Sources (Cash)

Some agencies allow grants to be leveraged in support of other grant applications, provided they pass eligibility requirements of *both* granting agencies (the one providing the cash and the one you're applying to). For example, some federal grants do not allow you to leverage other federal grants, and some do.

Other external sources of funds may be people or institutions such as: other granting agencies, industry, community, not-for-profit organizations, partner organizations or institutions external to Memorial, external co-applicants, other universities, etc.

Process:
1. The Memorial applicant should approach the external organization or individual to initiate a conversation about how they could be involved in and support the research activities. If these discussions are in support of a large partnership or institutionally-led application, your GFO and/orRIS may be able to assist in these discussions.
    a. Be aware that some funding agencies have very specific guidelines as to what cash contributions can or can't be used for. If you are unsure, please contact your GFO.
2. Forward to your GFO a copy of the confirmation email or letter you receive from the organization/individual. Your GFO will confirm that the contribution is eligible to be used and that all of the necessary information is contained in the email (see required documentation, point 1).

Required documentation to submit with your application:
1. The e-mail or letter *from the person with signing authority over the funds* that states:

- o the total cash that will be contributed to the project
- o the time-period in which those funds will be provided
- o the activity or expenditure that will be covered by the contribution(s) and a breakdown if there are multiple expenses, i.e. total cash to be used for each of the expenses
- o which currency the figures are in.

In-Kind Contributions

Time: Memorial Faculty

Faculty Salary (in-kind)

Some funding agencies allow researchers to list their own time spent performing the research for the project as an in-kind contribution. Note that most CIHR, NSERC and SSHRC opportunities do *not* allow this, but there may be exceptions – talk to your GFO. If the agency allows faculty time to be part of a funding budget, documentation is obtained at the departmental level.

Note: in order to confirm and valuate your time as a researcher as an in-kind contribution, you must pro-rate your annual salary based on the number of *research* hours (typically for a Memorial ASM this is 40% of your salary) that you will be working on the research project each week, month or year, as applicable.

Process:
1. Once you have a fair idea of the scope of the research activities, determine a rough average number of hours per week that you'd be working on this project.
2. Do math: determine the dollar value of 40% of your salary, divide this by the number of hours you'll be working on the project per year.

Required documentation to submit with your application:
1. An emailed statement from you stating, "I estimate that I will devote XX hrs a week/month/year of my research time towards this grant for a weekly/monthly/annual total contribution of $XXX".
   a. Note that in order to maintain confidentiality around your salary, we do not want the documentation to easily convey what your salary is, if someone were to do a simple calculation (note that many internal, and even external, people will be reviewing this documentation). For example, if the back-up documentation stated: "I will devote 10 hrs a month of my total time towards this grant for an annual contribution of $10,000", someone could easily calculate your salary. In addition, this isn't entirely an accurate statement since faculty's time is devoted to service, instruction *and* research.
   b. Instead, the contribution should *value your research time only* for it to be both accurate as well as maintain the confidentiality surrounding your salary. For example, the emailed statement from you should state something like: "I estimate that I will devote 10 hrs a month of my research time towards this grant for an annual contribution of $10,000". This statement makes it more difficult for someone to calculate your salary (unless they know what percentage of research time you have).
2. An email from your Department Head and/or departmental administrative staff confirming that the value you have stated is an accurate estimate.

Time: Memorial Faculty
Banked Time (in-kind)

Banked time can be used as a course remission; if it used in this way, it can be listed as an in-kind commitment on some funding applications in cases when faculty members commit to use one or more course-releases with their banked time during the period specified in the grant application and solely for the purpose of concentrating on the research outlined.

Note: As of June 1, 2024, one course is valued at $8,700 for Tri-Agency applications, as per their guidelines, and $11,000 for other programs (to be confirmed by your GFO based on the agency's guidelines). You can multiply this by the number of banked time courses you will use.

Process:
1. Discuss with your Department Head the department's course plans for the time period in which you'd like to avail of your banked time. Decide on semesters and number of banked time courses you will use.

Required documentation to submit with your application:
1. An e-mail from you committing to using your banked time toward the specific research project, as outlined in the proposal. State the total number of courses to be used and in which semesters you plan to use them and the total value of these courses, depending on the agency you are applying to (see note above)
2. An e-mail from an administrative staff member confirming the balance of banked time available and that it hasn't been committed towards other grants or projects.
3. An e-mail or letter from the Department Head stating that they confirm, in terms of the department's future teaching plan(s), to the future use of the specific number of banked courses for the faculty member in relation to a funding application and the semester(s) / year(s).

Time: Memorial Faculty
Course Releases from HSS or Buy-outs (in-kind)

Individuals requesting permission from the Faculty of HSS for a confirmed course release can do so if it is used towards major external grant applications and applied for in advance of submitting the grant application. Please note that permission for a course release does not imply that HSS will pay for the instructor who will replace you (either PCI or contractual).

Some agencies allow the use of the grant budget to reimburse Memorial for a faculty member's course release, which is called a "buy-out" (note that Tri-Agency does *not* allow this). In this instance, the faculty member must still request a course release as per the process outlined below (as it is still a change in duties), indicate on the form that the request is for a buy-out.

Note: As of June 1, 2024, one course is valued at $8,700 for Tri-Agency applications, as per their guidelines, and $11,000 for other programs (to be confirmed by your GFO based on the agency's guidelines). You can multiply this by the number of courses you have been released from or the number of courses that the grant is buying out.

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Note: As the process can take time depending on schedules, you should aim to submit the request form at least 15 working days prior to the internal HSS deadline.
https://www.mun.ca/hss/research/media/production/memorial/academic/faculty-of-humanities-and-social-sciences/hss-research/forms/HSS%20Course%20Release%20Form.pdf

Process:
1. Speak to your Department Head about the teaching plan for the semester(s) you plan to request course releases in
2. Complete the form "Course Release for Support of Funding Proposals Application Form" found here:
   https://www.mun.ca/hss/research/media/production/memorial/academic/faculty-of-humanities-and-social-sciences/hss-research/forms/HSS%20Course%20Release%20Form.pdf
3. Email the form to your GFO for review; they may request revisions
4. Once the form has been revised, obtain Department Head signature
5. Email the signed form to your GFO
6. The GFO will forward to the Dean's Office on your behalf, for their consideration.

Required documentation to submit with your application:
1. The fully signed Course Release Request form.

Time: Memorial Faculty
Sabbatical Leave (in-kind)
For some funding applications, you may list a sabbatical leave as an in-kind contribution if you intend to work on the research project outlined in the proposal while on sabbatical.

Note: As of June 1, 2024, one course is valued at $8,700 (for Tri-Agency applications, as per their guidelines) and $11,000 for other programs (to be confirmed by your GFO based on the agency's guidelines). You can multiply this by the number of courses you would normally have taught for the time you are on sabbatical.

Also note: In your proposal, this contribution must be attributed to the Office of the VP (Academic).

Process:
1. If you have already applied for and received confirmation of your sabbatical, there is nothing to do.
2. If you haven't already, begin by discussing your intentions with your Department Head who can assist with the sabbatical application process.

Required documentation to submit with your application:
1. Depending on whether the sabbatical has been confirmed or not:
   a. *If not yet confirmed,* then either:
      i. an e-mail from your Department Head indicating that you are eligible to apply for a sabbatical leave for the specific duration (semester[s[/year) that you indicate in your proposal; or,
      ii. a copy of the sabbatical application that you submitted

iii. Note that in the above 2 scenarios, the sabbatical must be listed as "unconfirmed" in the grant application.
   b. If *already approved by the VPA,* the approval letter for the sabbatical and an email from you committing to using your sabbatical toward the specific research project, as outlined in the proposal. State the total number of courses you would normally have taught and the total value (see the above note).

Time: Memorial Faculty

Administrative Leave (in-kind)

For some funding applications, you may list administrative leave as an in-kind contribution if you intend to work on the research project outlined in the proposal while on administrative leave.

Note: As of June 1, 2024, one course is valued at $8,700 (for Tri-Agency applications, as per their guidelines) and $11,000 for other programs (to be confirmed by your GFO based on the agency's guidelines). You can multiply this by the number of courses you would normally have taught for the time you are on administrative leave.

Also note: In your proposal, this contribution must be attributed to the Office of the VP (Academic).

Process:
1. If you have already applied for and received confirmation of your admin leave, there is nothing to do.
2. If you haven't already, begin by discussing your intentions with your Department Head who can assist with the admin leave application process.

Required documentation to submit with your application:
1. Depending on whether the admin leave has been confirmed or not:
   a. *If not yet confirmed,* then either:
      i. an e-mail from your Department Head indicating that you are eligible to apply for admin leave for the specific duration (semester[s[/year) that you indicate in your proposal; or,
      ii. a copy of the admin application that you submitted
      iii. Note that in the above 2 scenarios, the admin leave must be listed as "unconfirmed" in the grant application.
   b. If *already approved by the VPA,* the approval letter for the admin leave and an email from you committing to using your admin leave toward the specific research project, as outlined in the proposal. State the total number of courses you would normally have taught and the total value (see the above note).

Time: External Faculty

Faculty Salary (in-kind)

Some funding agencies allow researchers to list their own time spent performing the research for the project as an in-kind contribution. Note that most CIHR, NSERC and SSHRC opportunities do *not* allow this, but there may be exceptions – talk to your GFO. If the agency

allows faculty time to be part of a funding budget, documentation is obtained at the departmental level.

Note: to confirm and valuate time as a researcher as an in-kind contribution, the faculty should pro-rate their annual salary based on the number of *research* hours based on how their position is divided between research, teaching and service, for ex.

Process:
1. Once you have a fair idea of the scope of the external faculty's research activities, determine a rough average number of hours per week that they'll be working on this project.
2. Do math: determine the dollar value of their salary, based on their research time. It can be rounded and approximate.
3. Your co-applicant will then have to go through their institution's normal process for confirming salary.

Required documentation to submit with your application:
1. An emailed statement from the faculty stating, "I estimate that I will devote XX hrs a week/month/year of my research time towards this grant for a weekly/monthly/annual total contribution of $XXX".
2. A statement (either in an email or a letter) from the co-applicant's unit confirming that the total value of the in-kind contribution for their salary is accurate; this must be from a person who has the authority to confirm the value of the faculty member's salary. To maintain confidentiality, the email should not include details such as the formula used to calculate the total value or the % of time that their position is devoted to research.
   This statement should include:
   a. the fact that the contribution is for [XXXfaculty member name]'s research time,
   b. the number of research hours estimated that they will work on the project per week/month,
   c. the time frame in which they would be devoting their research time to the project (from which month/year to which month/year); and
   d. the total value of the in-kind contribution.
   e. Also indicate which currency the figure is in.

Time: Memorial Staff
HSS Departmental Staff Time (in-kind)
Some funding agencies allow researchers to use an administrative staffperson(s)' time as an in-kind contribution for the time that person will be spending doing administrative (or other) work to support the research for the project. Note that for Tri-Agency grants, the services the staffperson will provide *must be over and above their normal duties* for their services to be eligible to be valuated and confirmed as an in-kind contribution.

To determine the total in-kind commitment, the staffperson's annual salary should be pro-rated based on the number of hours they will be working for the project each week/month/year.

Process:

Cash & In-Kind Contributions

1. Approach the Department Head to initiate a conversation about how the departmental admin staff could be involved in and support the research activities through donation of staff time towards the project. If these discussions are in support of a large partnership or institutionally-led application, RIS may be able to assist in these discussions.
2. The Head should email you confirmation . Forward this to your GFO who can confirm, 1) the contribution is eligible to be used and 2) all necessary information is contained in the email.

Required documentation to submit with your application:
1. Confirmation e-mail from the staffperson that they agree to perform specific task(s) for the project within a specific period [semester(s)/years(s)].
2. An email from the Department Head confirming the unit's commitment, the duties the staffperson will perform, the number of hours being committed, the time period in which they will perform these duties, and the total value.

Time: Memorial Staff
HSS Communications Officer (in-kind)
If your project requires specific services for knowledge mobilization and dissemination tasks, you may request the services of the HSS Communications Officer. Note that for Tri-Agency grants, the services they provide *must be over and above their normal duties* for their services to be eligible to be valuated and confirmed as an in-kind contribution.

Process:
1. Contact the Communications Officer well in advance to discuss options: contact information can be found here: https://www.mun.ca/hss/about/contact-us/deans-office-contact-information/.
2. Write down the services that you and the CO decide on and the number of hours per activity; email this plan to your GFO to confirm these are eligible according to the funding agency.
3. The GFO will contact HSS's Senior Administrative Officer to obtain a value for those hours.
4. The GFO will forward a copy of SAO's confirmation email to you.

Required documentation to submit with your application:
1. Confirmation e-mail from the HSS Communications Officer that they agree to perform a specific task for the project within a specific time frame [semester(s)/years(s)].
2. An email from the HSS Senior Administrative Officer confirming HSS's commitment, the duties to be performed, the number of hours being committed, and the total value.

Cash & In-Kind Contributions

Time: Memorial Staff

HSS Computing Services (in-kind)

If your project requires an Information Technology Specialist's expertise, you may request the services of HSS's Computing Unit. Note that for Tri-Agency grants, the services they provide *must be over and above their normal duties* in order for their services to be eligible to be valuated and confirmed as an in-kind contribution.

To determine the total in-kind commitment, the staffperson's annual salary should be pro-rated based on the number of hours they will be working for the project each week/month/year.

Process:
1. Contact the IT Specialist well in advance to discuss options: contact information can be found here: www.mun.ca/hss/about/contact-us/units/
2. Write down the services that you and the IT Specialist decided on and the number of hours per activity; email this plan to your GFO to confirm these are eligible according to the funding agency.
3. The GFO will contact HSS's Senior Administrative Officer to obtain a value for those hours.
4. The GFO will forward a copy of the SAO's confirmation email to you.

Required documentation to submit with your application:
1. Confirmation e-mail from the IT Specialist that they agree to perform a specific task for the project within a specific time frame [semester(s)/years(s)].
2. An email from the HSS Senior Administrative Officer confirming HSS's commitment, the duties to be performed, the number of hours being committed, and the total value.

Time: Memorial Staff

Other HSS or Non-HSS Memorial Units (in-kind)

Some funding agencies allow researchers to use administrative staffperson(s)' time as an in-kind contribution based on the time that the staffperson will spend doing administrative or research work to forward the objectives and activities of the project. These staffpersons may be staff from any unit within Memorial. Note that for Tri-Agency grants, the duties they will perform *must be over and above their normal duties* in order for their services to be eligible to be valuated and confirmed as an in-kind contribution. If the agency deems this type of contribution to be eligible, documentation is obtained from the head of the unit.

Examples of Memorial units who may have staffing expertise to dedicate to a research project may include, but is not limited to: Maritime History Archive; Memorial University of Newfoundland Folklore and Language Archive; Digital Learning Centre (DLC); StatCan Research Data Centre; Signal Hill Campus; Johnson Geo Centre; Botanical Gardens; Research Innovation Office; Major Research Partnerships; ACENET; CAIR; CREAIT; Technical Services; CITL; Libraries– including the Centre for Newfoundland Studies (CNS) and the Digital Archive Initiative (DAI); Marketing & Communications; Human Resources; Harris Centre; Office of Indigenous Affairs; IT Services; Labrador Campus vehicle, residence or field equipment;

Animal Care and Veterinary Resources; various Research Units; various departments, schools, and/or faculties; labs; etc., based on relevance of project activities to the unit.

To determine the total in-kind contribution, the staffperson's annual salary should be pro-rated based on the number of hours they will be working for the project each week/month/year.

Process:
1. The Memorial applicant should approach each unit, as applicable, to initiate a conversation about how that unit's staff could be involved in and support the research activities. If these discussions are in support of a large partnership or institutionally-led application, RIS may be able to assist in these discussions.
2. The head of the unit should email you confirmation of the staff time being committed to your project. Forward a copy of the confirmation email you receive from the unit to your GFO who can confirm, 1) the contribution is eligible to be used and 2) all necessary information is contained in the email.

Required documentation to submit with your application:
1. Confirmation e-mail or letter from the head of the unit confirming that the staffperson will be released from normal duties to perform the task(s) outlined in the proposal (or specifying their duties), within a specific time frame [semester(s)/years(s)], the total number of hours to be dedicated to the project, and a valuation of the staffperson's time.

Time: External Staff
Partners or Organizations (in-kind)
Most agencies allow the time that staffpersons will spend on activities related to the research project from organizations outside of Memorial to be calculated as a contribution. Note that for Tri-Agency grants, the services the staffperson will provide or duties they will perform *must be over and above their normal duties* for their services to be eligible to be valuated and confirmed as an in-kind contribution. If the agency deems this type of contribution to be eligible, documentation is obtained from staffperson's head of the organization or unit supervisor.

To determine the total value of this in-kind contribution, the staffperson's annual salary should be pro-rated based on the number of hours they will be working for the project each week/month/year.

Process:
1. The Memorial applicant should approach the external organization to initiate a conversation about how that organization's staffperson(s) could be involved in and support the research activities.
2. The head of the unit/organization should email or write a letter of support with all details contained within. Forward a copy of the confirmation email you receive from the organization to your GFO who can confirm, 1) the contribution is eligible to be used and 2) all necessary information is contained in the email.

Required documentation to submit with your application:
1. Confirmation e-mail or letter from the head of the unit or organization confirming that the staffperson will be released from normal duties to perform the task(s) outlined in the proposal (or specifying their duties), within a specific time frame [semester(s)/years(s)], the total number of hours to be dedicated to the project, and a valuation of the staffperson's time. Also indicate which currency the figure is in.

Time: Memorial Students
Allocated Departmental Graduate Assistantships (in-kind)

Each year, departments within HSS are allocated a certain number of Graduate Assistantships, which can be used to support faculty teaching or research activities. If the department is willing, a Graduate Research Assistantship (GRA) may be dedicated to a specific research project; the student's time could then be used as an in-kind contribution.

Process:
1. Approach the Department Head and the Graduate Officer to initiate a conversation about how the departmental GRA allocations might be involved in and used in support of the research activities through donation of GRA(s).
2. The head or GO emails confirmation of the commitment to the applicant.

Required documentation to submit with your application:
1. A letter or email from your Department Head or Graduate Officer confirming the number of dedicated GRAs being provided and specifying: a) name of supervisor and affiliation; b) name of PI/affiliation (if different from supervisor), c) funding application competition and project title; and d) months/years of support, and e) total value (based on the GRA salary, including benefits).
2. A letter or email from you stating that if awarded, the GRA's hours will be used towards the research project as outlined in your proposal.

Time: Memorial Students
Nexus Centre (in-kind)

Nexus wants to support grant applications from the Faculty of HSS. Whether this is through graduate assistantship time dedicated to your project, logistical support (providing space, equipment, etc.) (see Space / Nexus Centre), or a cash supplement (see Nexus Centre (cash) section) to support a project-related event at Nexus (workshops, speakers, etc.), Nexus encourages HSS grant applicants to think about how Nexus can be a partner or participant in your grant application. Please contact the Nexus Centre's Director for more information and to discuss ideas you may have.

Note: To determine the total in-kind commitment, the student's salary should be pro-rated based on the number of hours they will be working for the project each week.

Process:
1. Approach the Nexus Director to initiate a conversation about how the Nexus Centre's allocated GRAs might be involved in and used in support of the research activities through donation of GRA hours.
2. The Director will email confirmation to the applicant or can write a letter of support.

Cash & In-Kind Contributions

Required documentation to submit with your application:
1. A confirmation letter or email from the Nexus Centre's Director that specifies the number of GRA hours being dedicated to your project, the tasks the GRA will be performing, the time frame of the commitment, and the total value of that student's time.

Time: Students
Mitacs (in-kind)
It may be possible to list unsecured or secured leverage funds via Mitacs programs in support of your application. To determine if these funds can be leveraged in support of your grant application, please:
- Review the Mitacs website: www.mitacs.ca/en
- Contact Memorial's Mitacs representative (see Mitacs website or contact your GFO)

Process:
1. Approach the Mitacs rep to initiate a conversation about how the Mitacs fellowship/award might be involved in and used in support of research activities for your project and application.
2. If you have already applied for and received confirmation of the Mitacs award,, then the award notice is all you need.

Required documentation to submit with your application:
1. Depending on whether the Mitacs program has been awarded yet or not:
   a. *If not yet confirmed,* then either:
      i. An e-mail from the Mitacs rep stating that the Mitacs program is eligible to be leveraged, the dates of the award (if applicable), and the value.
      ii. And/or, a copy of the application that you submitted
      iii. Note that in the above 2 scenarios, the Mitacs program must be listed as "unconfirmed" in the grant application.
   b. If *already awarded by Mitacs,* the award letter.
2. An email from you naming the student, who the supervisor is, and a statement which reads, "I will reserve the [NAME OF MITACS AWARD] until the results of the [GRANT NAME APPLYING FOR] competition are known, and if I am successful, will use the Mitacs award towards the project, as outlined in my proposal."

Time: External Students
Partner or other Organization Students (in-kind)
Most agencies allow the time that students from organizations outside of Memorial will spend on activities related to the research project to be calculated as in-kind contributions. If the agency and the partner institution deem this type of contribution to be eligible, documentation is obtained from the head of the organization or unit that the student will be paid by.

Note: To determine the total in-kind commitment, the student's salary should be pro-rated based on the number of hours they will be working for the project each week.

Process:
1. The Memorial applicant should approach the external organization to initiate a conversation about how that organization's students could be involved in and support the research activities.
2. Forward a copy of the confirmation email you receive from the organization to your GFO who can confirm, 1) the contribution is eligible to be used and 2) all necessary information is contained in the email.

Required documentation to submit with your application:
1. Confirmation e-mail or letter from the head of the unit confirming that the student will perform the task(s) outlined in the proposal within a specific time frame [semester(s)/years(s)], the total number of hours they will be working for the project, and the total valuation of the contribution. Also include the currency that the figures are listed in.

Access to or Use of Memorial Space

Nexus Centre Space (in-kind)

Nexus wants to support grant applications from the Faculty of HSS. Whether this is through logistical support (providing space, equipment, etc.), graduate assistantship time dedicated to your project (see Time: Students / Nexus Centre), or a cash supplement (see Nexus Centre (cash)) to support a project-related event at Nexus (workshops, speakers, etc.), Nexus encourages HSS grant applicants to think about how Nexus can be a partner or participant in your grant application. Please contact the Nexus Centre's Director for more information and to discuss ideas you may have.

Note: For Tri-Agency and other agencies space commitments are typically only eligible if the space is *above and beyond* what a faculty member, staff, or student would usually have access to in a department or unit and if the faculty member would normally have to pay a fee to use. Faculty who are not sure if Nexus space is eligible for their grant agency are encouraged to seek clarification from your GFO.

Process:
1. Approach the Nexus Director to initiate a conversation about how the Nexus Centre's space might be involved in and used in support of the research activities.

Required documentation to submit with your application:
1. A letter or e-mail from the Nexus Centre Director which states the name and date of the event, and the value of the commitment based on Memorial's space valuation of $30/sq ft/year.

Memorial Space Rental Fees for Specific Events (in-kind)

Some funding agencies allow you to use all of, or the waived portion of rental fees (the total discount), for space for a specific event held at Memorial as an in-kind contribution. The most common Memorial locations that charge faculty rental fees and that may waive at least a portion of those fees include: Signal Hill Campus, the Johnson Geo Centre, and the Botanical Gardens.

For Tri-Agency grants, space contributions are only eligible if the space is *over and above what is normally allocated to you as an ASM* and that you would normally have to rent. Most

[campus bookings](#) are not eligible to be used as an in-kind contribution as they are free for faculty to book.

Permission to use lab space for research that is *over and above* what you normally are allocated as an ASM must be granted by the person whose lab it is: some labs at Memorial may charge fees for use and if all or some of those fees are waived for you, the lab's space can be used as a contribution. If the lab normally doesn't charge a fee for use, it can't be used as a contribution for most Tri-Agency grants.

Note: You should pro-rate the daily rental cost if you are able to rent a room for less than a day.

Process:
1. The Memorial applicant should approach the unit or lab to initiate a conversation about how that unit's space could be involved in and support the research activities. If these discussions are in support of a large partnership or institutionally-led application, RIS may be able to assist in these discussions.
2. The head of the unit/lab/space will email you confirmation. Forward a copy of this email you receive from the unit or lab to your GFO who can confirm, 1) the contribution is eligible to be used and 2) all necessary information is contained in the email.

Required documentation to submit with your application:
1. A letter or e-mail from the signing authority (e.g. Signal Hill Campus, director of the lab, etc.) authorized to rent the space which states that the room rental fee (or a portion thereof) will be waived for the event, the name and date of the event, and the value of the contribution (i.e. how much the rental would normally be or the portion being waived).

Access to or Use of Memorial Space
Space for Ongoing Research Activities (in-kind)
Some funding agencies allow all space (office, lab, meeting rooms, storage space, etc.) used for the research project to be listed as in-kind contributions. For Tri-Agency and other agencies, however, these types of on-going space commitments are typically only eligible if the space is *above and beyond* what a faculty member, staff, or student would usually have access to in a department or unit. Faculty who are not sure if space is eligible as a contribution are encouraged to seek clarification from your GFO.

Permission to use space for research that is *over and above* what you normally are allocated as an ASM must be granted by the office within which the space lies. If you'd like to request additional offices or labs to accommodate a larger-sized research project, a request can be made to the VP's Space Committee, via HSS Dean's Office. This takes quite a bit of time – start early!

Note: At Memorial, space is valued at $30/sq ft per year. If you are using only a portion of a room, you should pro-rate the number of square feet you will be using for your project only for the time that you will be using it.

Process:

Cash & In-Kind Contributions

1. The Memorial applicant should first speak to their Department Head to discuss current space allocations and anticipated research space needs. They should then send an email to their Department Head requesting the additional space. The department head should reply stating why/why not all or some of the space cannot be provided. Make a pdf of this email.
2. Complete the HSS "Research Space Allocation Request" form and email it to your GFO.
3. The GFO will review and may return it for revisions.
4. Once a final copy has been made, obtain Department Head approval.
5. Email the signed copy of the form to your GFO who will submit on your behalf to the Dean's Office.
6. The Dean's Office will consider the request and will email a reply stating why/why not all or some of the space cannot be provided. Make a pdf of this email.
7. Next, work with your GFO and the Dean's Office to begin the procedure for requesting additional space for new activities from Facilities Management.

Required documentation to submit with your application:
1. Confirmation email/letter from the relevant unit/office that confirms the allocation of the space to your specific project, and includes the duration of the commitment, and its total, annual value.

Access to or Use of External Space
External Organizations' Space (in-kind)
Some funding agencies will allow the space used for projects to be listed as in-kind contributions. For Tri-Agency funding applications, in-kind space commitments from external partner organizations are only eligible if the space is *above and beyond* what the staffperson, faculty member, or student would usually have access to, and a fee would normally be charged to them to use that space. Note, however, that some agencies have exceptions to this and it is important to carefully read the competition guidelines. Faculty who are not sure if space is eligible are encouraged to seek clarification from your HSS GFO.

Note: If you are using only a portion of a room, you should pro-rate the number of square feet you will be using for your project only for the time that you will be using it.

Process:
1. The Memorial applicant should approach the external organization to initiate a conversation about how that organization's space could be involved in and support the research activities. If these discussions are in support of a large partnership or institutionally-led application, RIS may be able to assist in these discussions.
2. The head of the unit/organization should email confirmation or write a letter of support. Forward a copy of the confirmation email or letter you receive from the organization to your GFO who can confirm, 1) the contribution is eligible to be used and 2) all necessary information is contained in the email.

Required documentation to submit with your application:

1. Confirmation email/letter from the relevant person who can confirm the allocation of the space to a specific project, including the duration of the commitment, and its value. Include which currency is being used.

Cash & In-Kind Contributions

Access to or Use of Memorial Equipment and Services
Memorial Services or Equipment (in-kind)

Some funding agencies allow the waiving of service or equipment-rental fees (one-time use or ongoing use) from Memorial to be used as in-kind contributions. For Tri-Agency, this is only eligible *if you would normally have to pay to use the service or equipment but the unit is waiving all or a portion of the fee for you, or if the service the unit is offering is over and above what would normally be free for you to use as a faculty-member of Memorial.*

Note: The value should be pro-rated based on the number of hours you will be using the service or equipment for your project. If equipment, use fair-market value of the *rental* costs (not the value of the equipment if purchased brand-new).

Examples of Memorial units who may have staffing expertise to dedicate to a research project may include, but is not limited to: Maritime History Archive; Memorial University of Newfoundland Folklore and Language Archive; Digital Learning Centre (DLC); StatCan Research Data Centre; Signal Hill Campus; Johnson Geo Centre; Botanical Gardens; Research Innovation Office; Major Research Partnerships; ACENET; CAIR; CREAIT; Technical Services; CITL; Libraries – including the Centre for Newfoundland Studies (CNS) and the Digital Archive Initiative (DAI); Marketing & Communications; Human Resources; Harris Centre; Office of Indigenous Affairs; IT Services; Labrador Campus vehicle, residence or field equipment; Animal Care and Veterinary Resources; various Research Units; various departments, schools, and/or faculties; labs; etc., based on relevance of project activities to the unit.

Other Memorial services:
- If publishing in certain journals, MUNL has negotiated Article Processing Charge (APC) discounts for Memorial-affiliated researchers and these discounts can be used as a confirmed, in-kind contribution. See here for the list of APC agreements with Memorial: https://guides.library.mun.ca/openaccess/apcdiscounts To submit your proposal with an APC in-kind contribution included, email your GFO with a breakdown of the costs and show how you worked out the total contribution based on the agreement with Memorial for each journal.
    - For example: Memorial researchers can publish for free in any Oxford University Press hybrid journal. The journal *Applied Linguistics* normally charges $5,220 USD for publishing an article. Because Memorial researchers can publish for free, this is a contribution of $7,160 CAD.
    - However, if you want to publish in Oxford University Press's gold journals, or "Full Open Access" journals, such as The International Journal of Low Carbon Technologies, you would normally have to pay $2,749 USD. However, Memorial researchers receive a 10% discount. Therefore, the contribution would be:
        - $3,770 CAD – 10% = $377 discount. $377 is therefore the in-kind contribution. You would then put the remaining $3,393 in your budget or explain how this remaining cost will be covered (PDTER, etc).
- ACENET has an Embedded Technical Support program that you can apply to in order to receive 50% of an ACENET employee's time dedicated to supporting your project for 2-4

months. The employee's salary would be used to valuate this in-kind contribution. Calls are published here: https://ace-net.ca/consulting-support.html

Process:
1. The Memorial applicant should approach the unit or lab to initiate a conversation about how that unit's equipment or services could be involved in and support the research activities. If these discussions are in support of a large partnership or institutionally-led application, RIS may be able to assist in these discussions.
2. The head of the unit should email confirmation to the applicant. Forward a copy of the confirmation email/letter you receive from the unit or lab to your GFO who can confirm, 1) the contribution is eligible to be used and 2) all necessary information is contained in the email.

Required documentation to submit with your application:
1. A letter or e-mail from the person in the Memorial unit who is authorized to waive the fees or service, or confirm the service that will be dedicated to your project. The documentation must state that the fee(s) will be waived for the event or project, the name and date of the event or project, and the value of the in-kind contribution (i.e. a break-down of how much the equipment, fee, or service would normally be and the overall total).

Access to or Use of External Equipment and Services
External Services or Equipment (in-kind)
Some funding agencies allow the waiving of service or equipment-rental fees (one-time use or ongoing use) from partner institutions or external organizations to be used as in-kind contributions. For Tri-Agency, this is only an eligible *if you or your colleagues would normally have to pay to use the service or equipment and if Memorial would otherwise not provide it or if the service the institution is offering is over and above what would normally be free for you to use as a faculty-member of Memorial.* You could also include service fees that have been waived (in whole or in portion) for your project's activities. Whether or not the service or equipment is considered an eligible in-kind contribution depends on the funding agency. Please contact your GFO if you would like confirmation of eligibility for your specific application.

Note: The value should be pro-rated based on the number of hours you will be using the service or equipment for your project. If equipment, use fair-market value of the *rental* costs (not the cost of purchasing the equipment brand new).

Process:
1. The Memorial applicant should approach the external organization to initiate a conversation about how that organization's service(s) or equipment could be involved in and support the research activities. If these discussions are in support of a large partnership or institutionally-led application, RIS may be able to assist in these discussions.
2. The head of the unit should email confirmation to the applicant. Forward a copy of the confirmation email or letter you receive from the organization to your GFO who can confirm 1) the contribution is eligible to be used and 2) all necessary information is contained in the email.

Required documentation to submit with your application:
1. Confirmation from the person providing the service or equipment outlining what is being provided to your project, the dates it will be used, and the total fees to be waived or the total valuation of the service and/or equipment to be donated. The confirmation would ideally also clearly state that the value is based on rental (not purchase) rates. Include which currency is being used.

Other Miscellaneous cash or in-kind

There may be other cash or in-kind contributions from Memorial or external sources that are not listed in this reference guide, but that may be eligible as contributions according to the agency that you are applying to. Please contact your GFO if you would like confirmation of eligibility for your specific scenario and application.

Process:
1. Speak to your GFO about what you're thinking you might use as a contribution. They will confirm if that contribution is eligible or not based on the funding agency's eligibility criteria.

Required documentation to submit with your application:
1. (Typically) A confirmation letter from the relevant signing authority that specifies the nature and time frame of the commitment, and the fair market value of the cash, service, space, equipment, etc. to be provided for the project.