Procedure for Administrating Research Pools

Pursuant to Memorial University's *Indirect Costs of Externally Funded Research Policy*, Principal Investigators are entitled to a portion of indirect costs. The mechanism by which researchers receive this funding is via a Research Pool account. Only one Research Pool account is permitted per Principal Investigator during their tenure at Memorial. Once established, for any future awards with indirect costs, the researcher's portion of those indirect costs will be deposited into the same Research Pool account.

Research Pool accounts are administered by Financial and Administrative Services (FAS). Research Initiatives and Services (RIS) assists with the administration of Research Pool accounts via the account setup process and the ethics verification process. FAS undertakes the process of allocating indirect costs twice a year, and the researcher's allocation is based on the percentage of project expenses incurred in the previous biennial period. Eligibility of expenses for the Research Pool account generally follows the Tri-agency use of grant funds as governed by the Tri-Agency Guide on Financial Administration (TAGFA).

It is the responsibility of the appropriate Dean, Associate Vice-President or the Director of Research Initiatives and Services (RIS) to ensure that the correct procedures and guidelines are followed.

Transfers In (Revenues)
Research Pool Accounts will be established upon receipt of appropriate documentation to the Research Portal, in a form and format acceptable to RIS.

Indirect Costs from completed research grants and contracts are eligible for transfer, and must be approved by the Office of RIS.

Donation receipts will not be issued.

Accounts will be non-interest bearing.

Transfers from Tri-Agency research grants (i.e., NSERC, SSHRC, CIHR, or any other Tri-Agency research grant that may be implemented by Canada) are not permitted. Transfers from other research grants and contracts where external funders require the return of residual funds are also not permitted. For greater clarity, transfer of any residual balances from other research grants and contracts are not permitted as these funds must be transferred to the Faculty Research and Expense Trust (FRET) Fund.

Transfers from Internal research grants are not permitted.

Expenditures
No personal benefit may be derived from the account.

All expenditures must be related to research. Allowable expenses will adhere to the Tri-agency Guide on Financial Administration for Tri-agency use of grant funds and Memorial University Policies.

The payment of professional fees is not an allowable expense.

The amounts transferred will be locked-in and cannot be paid as personal salary at a future date.

Accounts will be subject to the signing authority guidelines for grant accounts, involving the existence of primary and secondary administrative signing authorities.

Expenditures must be substantiated by original vouchers.

Equipment, software and other Tangible Assets purchased are the property of Memorial University, in accordance with the *Tangible Asset Administration* policy.

In the event the faculty member no longer has status at Memorial to hold research funding , any unspent balance in the account will be transferred to the FRET Fund account of the most recent home faculty of the member.

Accounts will not be permitted to operate in a deficit position at any time.