



FINANCIAL POLICY AND PROCEDURES

Instruction Number:

Subject: Research Accounts

RESEARCH ACCOUNTS

Title: **Unexpended Residual Funds in Research Accounts Policy**

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Issued by: *M. C. Gogo*

Approved by: Vice-President Research

This policy defines the University's Policy and Procedure regarding the use of any unexpended residual balance remaining in a research account upon the completion of deliverables for a contract or reporting requirements for a grant.

Definitions:

Research Account - a five digit code (beginning with 44) identifying a research project grant, contract or general research account (e.g. 44444 - ARC Grant)

End Date - The date identified in the research grant or contract as the end of the project, typically

Principal Investigator (PI) - The faculty member named in the grant or contract as the lead

Residual Research Balance - unexpended funds in a Research Account remaining at the End Date in

funds to the University by means of a research grant or contract.

POLICY:

1. Within 120 days of the End Date, a Principal Investigator who maintains an ongoing academic appointment at Dalhousie may apply to the Manager of Research and Special Purpose Funds to have a Residual Research Balance transferred to a continuous research account to be used by the Principal Investigator for research purposes at the University.

2. All transfers to continuous research accounts are subject to the approval of the Manager of Research and Special Purpose Funds, and, in the case of Adjunct or Professor Emeritus employees, the approval of the Director of the Department Head and Dean, and the Vice President Research or designate.

or where the Principal Investigator has failed to make an application for the transfer of a Residual Research Balance within the time set out in section 1, the Residual Research Balance will be transferred to the Principal Investigator's Dean to be used at the discretion

where a continuous research account remains inactive for 18 months or more, the balance of the account will be transferred as follows: 60% to the Principal Investigator's Dean to be used in his or her discretion in the promotion of research within the Faculty, and 40% to Research Services to be used in the discretion of the Vice President Research to support research within the University.

PROCEDURE:

1. Following the End Date, Financial Services, with the assistance and cooperation of the Principal Investigator, will ensure that all outstanding financial obligations under the research grant or contract have been met and that all funds have been received.

2. If directed by the Sponsor under the terms and conditions of the research grant or contract, any unexpended funds will be returned to the Sponsor.

3. Where there is a Residual Research Balance and the Principal Investigator still maintains an academic appointment, the Principal Investigator will be asked to complete an application form (attached) for a continuous research account to be opened in their name.

4. Upon confirmation that all outstanding obligations under the research grant or contract have been met, the Manager of Research and Special Purpose Funds will approve the transfer. Where the Principal Investigator has an adjunct or Professor Emeritus

position, the Residual Research Balance will be deposited into the continuous research account. Once a Principal Investigator has

been approved for a continuous research account, an application will be submitted to the Manager of Research and Special Purpose Funds with their approval on the

7. The research account will be closed.

8. Where a continuous research account has been inactive for 12 months, the Manager of Research and Special Purpose Funds will provide notice to the Principal Investigator of the date that the funds will be transferred out of the account if the account continues to be inactive until that time.

9. Where a continuous research account remains inactive for 18 months or more, the Manager of Research and Special Purpose Funds will seek the opinion of the Dean and