

## **The Guidelines for Research Funds for Deans and Associate Deans**

Research is meant to be in its broadest sense, i.e., to include scholarly works and creative activities.

Research funding is provided to assist in the continuation of the program of research.

General rules of eligible expenses under research funds follow the applicable Tri-Agency guidelines to conduct responsible research activities.

Research funds for Deans and Associate Deans, must be used within one year from the end date of the position's term. Extensions to this period will normally be granted for maternity, parental, or sick leaves and will only be for the duration of the leave.

Any spending requests outside of Tri-Agency guidelines, or extension of term beyond one year (which does not meet the extension guidelines in the above paragraph) must be made to the Vice-President (Research and International), with a full explanation of why funds could not be used during the term and an additional one year. Such extensions will be granted only in truly exceptional circumstances such as family emergencies or exceptional obligations which prevented the pursuit of a research program within the timeframe.

June 2015