



UNIVERSITY OF MANITOBA | Rady Faculty of Health Sciences

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Finance Tips for Student Research Funds

Congratulations on your research award. Here is a list of some of the things to consider in spending your research funds.

- Your advisor will be listed as the Principal Investigator, and therefore will have to approve all purchases made on your fund.
- No purchases should be made until the University research fund has been set up (a fund number has been given). This can take some time to set up. If there are purchases that need to be made immediately, please contact the Senior Financial Officer to discuss.
- All purchases need to follow the University's purchasing policy that can be found here: http://umanitoba.ca/admin/financial_services/purch/purchase.html
- Quite often, many of the things you may need to be purchase can be done so thru University systems, so that you are not out of pocket for expenses. When you are unsure how to purchase, please ask the Financial Assistant before purchasing. Items purchased outside of policy may not be eligible for reimbursement.
- All computer software/hardware purchases need to go thru an additional approval process with ITPC. Any approved equipment purchased on a research fund is considered property of the University.
- If you do make a purchase that you need to be reimbursed for, if you are an employee of the University, you will have to go thru the Concur system to place a claim for reimbursement. Please request access to Concur from the Financial Assistant.
- If you do make a purchase that you need to be reimbursed for, and you are not an employee of the University, you will have to file a manual expense claim. The form for this can be found here: https://umanitoba.ca/admin/financial_services/media/Guest_Student_Travel_and_Business_Expense_Claim_form.pdf
- Gift cards and honorariums have a special policy. Please be sure to review before issuing any gift cards. If your study involves cash honorariums, please discuss with the Senior Finance Officer. http://umanitoba.ca/faculties/nursing/media/Gift_Card_Process_Package_v2.pdf