

NSERC EMERGENCY FUND GUIDELINES

Purpose

To document the guidelines for the use of Natural Sciences and Engineering Research Council (NSERC) General Research Fund (GRF) to ensure compliance with the Agency's financial administration guide and UBC's related policies. The NSERC GRF will be renamed NSERC Emergency Fund to be in line with the nature of the funding.

Guidelines

- The NSERC Emergency Fund Committee is composed of five members, including the UBC NSERC Advisor as the Chair.
- The NSERC Emergency Fund Committee's mandate is to approve requests for funding for purposes such as emergency equipment repair or bridge funding between grant applications. Requests to fund students are generally not considered for funding.
 - PI sends request to the UBC NSERC Advisor
 - The Advisor circulates the request to the Committee
 - The Committee reviews and makes decision on the request
 - The term is generally for one year to meet NSERC spending requirement. If needed, a request for extension should be made before the end of the term
 - The Office of Research Services (ORS) is notified and creates a new grant
 - Research Finance (RF) automatically sweeps any remaining fund at end of the grant to the master account
- For every request for funding, matching fund is required from the department/faculty, unless there is a clear justification on why that is not possible.
- The NSERC Advisor and in consultation with the Managing Director, Research Support Services (RSS), reviews and approves internal extensions to use NSERC approved residual balances. If approved, the residual balance remains in the grant with new end date.
- Residual balance is determined at the end of the grant with the Form 300 submitted to Tri-Agency's portal. NSERC normally provides formal approval of the residual balance to be transferred to the master account one year after Form 300 submission.
- RF provides semi-annual report to the NSERC Emergency Fund Committee on funding status and availability of funds.
- For questions, contact the UBC NSERC Advisor
Dr. Purang Abolmaesumi
purang@ece.ubc.ca

Reference:

Guidelines for the General Research Fund (NSERC and SSHRC)

<https://science.gc.ca/site/science/en/interagency-research-funding/policies-and-guidelines/guidelines-general-research-fund-nserc-and-sshr-only>