

GRF: Guidelines for UBC NSERC Emergency Fund

Preamble: The University has an accumulated reserve of NSERC General Reserve Funds which it intends to use to support the activities of UBC NSERC grantees. One use of these monies is for the UBC NSERC Emergency Fund. The purpose of the UBC NSERC Emergency Fund is to help researchers who have an immediate need for funds, such that the timing does not allow for an application to NSERC. Typical examples are failure of critical equipment, unanticipated need for bridging funds, and the like.

Because the funds are limited, foreseeable needs for funds cannot be entertained. Furthermore, the emergency must be real and significant. Finally, the requestors are asked to apply to NSERC in the next round and if successful, they may be asked to repay the Emergency Fund.

Decision Making Process:

A committee of 3 or 5 senior UBC NSERC grantees (including the UBC natural sciences and engineering research coordinator as Chair) will judge the applications.

Timing:

As an Emergency Fund, applications will initially be considered at any time. If the volume of applications increases significantly, this may have to be revisited.

Amounts:

At the time of application, the amounts requested may be approximate. However, if successful, applicants will be required to show that they have mitigated their costs, and that proper UBC procedures for getting accurate quotes have been followed.

Conditions:

Applicants must be eligible NSERC grantees, the relevant research and equipment must be NSERC eligible, and an application to NSERC in the next available competition must be made.

Application Process:

A simple one page free-form application is adequate. The following issues should be addressed:

- 1) The people affected (list the NSERC faculty, PDFs, students affected)
- 2) The reason for the need for funds and the amount needed
- 3) The reason for the urgency (why can you not wait?)
- 4) The plan to fix the problem in the short term using Emergency Fund monies, and the longer term plan to permanently fix the problem, including the repayment of the Emergency Fund.

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