



Eligible Expense Guidelines (2022)

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Note that the expense guidelines described below apply to all Greo funded projects. However, in circumstances where a specific call for funding issued by Greo contradicts (or provides additional information or detail to) these general expense guidelines, the expense guidelines described in the specific funding call should be considered relevant and correct.

1 PERSONNEL

Eligible Expenses	Ineligible Expenses
<p>For Investigators and Consultants:</p> <p>For applicants employed full-time at an academic institution, provide a course release in accordance with institutional policy, given appropriate task detail and justification are provided.</p> <p>For applicants who are not employed full-time at an academic institution or a publicly funded agency, provide a per diem payment, provided that there is adequate justification for both the time allocated and the required level of expertise in relation to the assigned tasks. *Per diem is calculated as salary plus benefits divided by 261.</p> <p><i>NOTE: Above policy is subject to consistency with the policies of the sponsoring organization.</i></p> <p>For Project support:</p> <p>Salary for support staff, research assistants and student assistants (in accordance with standard rates at the university, sponsoring organization, or particular locale where the work is being carried out).</p>	<p>Applicants employed full-time at an academic institution are not permitted to receive direct personal payment for their time allocated to the project.</p> <p>Supplements to salaries/stipends are not allowed for the following activities:</p> <ul style="list-style-type: none"> → Preparation of teaching materials → Curriculum development → Severance pay and separation packages → Administrative charges and fees → Costs related to staff awards and recognition → Fees for informal consultation with colleagues

2 PARTICIPANT COMPENSATION

Eligible Expenses: Fees paid to or incentives purchased for participants as incentives for participation where deemed acceptable based on the host institution's ethics policies.

3 PERSONNEL TRAVEL

Eligible Expenses	Ineligible Expenses
<p>Personnel travel costs must follow the policies of the applicant’s host institution or organization. If the applicant’s host institution does not have a travel policy, then we defer to the travel expenditure policies put in place for government employees in the jurisdiction through which the funds are flowing.</p> <p>For example, applicants in Canada may follow the travel policies of the National Joint Council (https://www.njc-cnm.gc.ca/directive/d10/en), while applicants in the UK may follow the travel and expense policies of HM Treasury Group (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/224100/hmt_group_travel_and_subsistence_policy.pdf) or the Marine Management Organisation (https://www.gov.uk/government/publications/marine-licensing-fees/travel-and-subsistence-costs).</p>	<p>Alcoholic beverages</p> <p>Commuting costs between the residence and place of employment or between two places of employment of the grantee and/or their project personnel.</p> <p>Reimbursement for airfare purchased with personal frequent flyer point programs.</p>

4 EQUIPMENT & SUPPLIES

Eligible Expenses	Ineligible Expenses
<p>Purchase or rental of laptop computers for fieldwork and/or data collection, including shipping fees, may be eligible with approval from Greo.</p> <p>All computer services or licensing for which user fees must be paid. Sponsoring organizations are expected to offer award recipients the “most</p>	<p>Insurance costs for equipment or vehicles.</p> <p>Costs for the construction, renovation or rental of laboratories or supporting facilities.</p>

Eligible Expenses	Ineligible Expenses
<p>favoured-user” rates for computer services, where available.</p> <p>Other non-disposable equipment: purchase or rental of equipment such as cameras, video equipment, field vehicles, are allowed only if applicants do not have access to such items through the university or sponsoring organization and with approval from Greo.</p>	<p>Purchases or rental of standard office equipment such as desks, chairs, filing cabinets, photocopiers, facsimile machines and answering machines.</p>

5 COMMUNICATION

Eligible Expenses	Ineligible Expenses
<p>The following items may be included in the budget only if they are directly related to the project activities: disposable supplies (such as stationery), postage, and purchase of books, documentation, and duplicated material.</p> <p>Workshops, seminars, round tables, conferences, public lectures directly related to the project activities (the cost of meals for workshop participants may be included in the budget, but alcoholic beverages may not).</p> <p>Page charges for articles published, including costs associated with ensuring open access to the findings.</p> <p>Preparing a publication (e.g., preparing a camera-ready manuscript, preparation and/ or purchase of illustrations, figures, maps, drawings, and photographs).</p>	<p>Standard monthly connection or rental costs of telephones.</p> <p>Connection or installation of lines (telephone or other links).</p> <p>Voice mail.</p> <p>Cellular phone, smartphone, tablet computer (e.g. iPad), or similar electronic device rental or purchase, including service plans, long distance or local charges.</p> <p>Library acquisitions, computer, and other information services provided to all members of the institution.</p> <p>Professional training or development, including</p>

Eligible Expenses	Ineligible Expenses
<p>Activities leading to publication: salaries of office staff (including editorial assistants), and travel and subsistence related to preparing a publication.</p> <p>Preparing primary data to make them accessible to other researchers/ practitioners.</p> <p>Requests for translation for a research instrument (e.g., questionnaire), or for communication of research results.</p> <p>Preparation of materials for mass media and other audiences (e.g., digital media, website maintenance fees etc.).</p> <p>Sending copies of reports or publications in Canada or abroad.</p>	<p>computer and language training.</p>

6 OTHER

Eligible Expenses	Ineligible Expenses
<p>Recruiting costs for project personnel, such as advertising.</p> <p>The purchase of specialized services not formally provided by the institution and directly related to the project activities may be eligible with approval from Greo.</p>	<p>Any expenses incurred before the project start date.</p> <p>Sales taxes for which an exemption or rebate applies.</p> <p>Monthly parking fees for vehicles unless specifically required for field work.</p> <p>Cost of memberships in professional associations.</p> <p>Purchase of property or land.</p> <p>Contingency allowances.</p>

7 OVERHEAD

Eligible Expenses: Overhead is expected to cover the costs of normal research support, including office space, administrative supports, computers, etc.

Overhead for sponsoring organizations is calculated in addition to the direct costs of the proposed research project and is limited to a maximum of 20% of the direct costs.

Note: Private consultants or individual applicants can charge the applicable taxes for the jurisdiction through which the funds will flow in lieu of overhead.

Note: Overhead is part of the total project budget which **cannot exceed the maximum funding amount.**