

SFU Guideline for Tri-Agency Grant Funds expense eligibility

Quick Reference

The following governing sources and principles are used in determining the eligibility of an expense:

- ☑ [The 5 Directives \(see highlights of directives in table below\)](#)
- ☑ [Specific Funding Opportunity Literature](#)
- ☑ [Relevant SFU Policies](#)
- ☑ [The 4 Principles](#)
 - ☑ Contribute towards the direct costs of the research/activities
 - ☑ Not be provided by the administering institution
 - ☑ Be effective and economical
 - ☑ Not result in personal gain

<p>Employment and Compensation Keep in mind these directive highlights:</p> <p>Eligible:</p> <ul style="list-style-type: none"> ➤ Letter required from international employer attesting international researcher is not being paid ➤ Employer mandatory benefits are eligible ➤ Prorated mandated severance pay for current project <p>Not eligible:</p> <ul style="list-style-type: none"> ➤ Grantees and independent researchers cannot be compensated from grant funds ➤ Individuals expected to work for free such as a collaborator. Employees of another organization cannot be compensated directly (institutions may) 	<p>Goods and Services Keep in mind these directive highlights:</p> <ul style="list-style-type: none"> ➤ Research supplies can be purchased using grant funds ➤ Consulting fees are not eligible for: <ul style="list-style-type: none"> • Grant recipients • Independent researchers • Individuals expected to work for free <p>Note: <i>Consulting fees or Consulting services need to follow SFU's procurement process</i></p>
<p>Travel and Travel-Related Keep in mind these directive highlights:</p> <ul style="list-style-type: none"> ➤ Reasonable out-of-pocket expenses as long as principles and SFU policies and procedures are respected. ➤ Authorized by the right level of authority (one up approval). ➤ Alcoholic beverages cannot be reimbursed. 	<p>Hospitality Keep in mind these directive highlights:</p> <ul style="list-style-type: none"> ➤ Eligible for meetings: <ul style="list-style-type: none"> • Cultural respect (formal courtesies) • Research objectives with at least one participant not a member of the team ➤ Non-eligible for meetings: <ul style="list-style-type: none"> • With participants involved in the day to day activities • The cost of alcoholic beverages
<p>Gifts, Honoraria and Incentives</p> <p>Gifts: <i>cash or in-kind items provided as a token of appreciation, respect and/or goodwill requiring no payment in return.</i></p> <p>Honoraria: <i>monetary payments made on a one-time or non-routine "thank you" for a service for which fees are not traditionally required</i></p> <p>Incentives: <i>cash or in-kind items offered to participants to establish participant pools or to acknowledge participation in the research/activity.</i></p> <p>Keep in mind these directive highlights:</p> <ul style="list-style-type: none"> ➤ Gifts and incentives to participants require the Research Ethics Board's prior approval ➤ In accordance with SFU Policies ➤ Can be offered to: <ul style="list-style-type: none"> • Voluntary study participants • As a token of appreciation, respect, formal courtesies and/or goodwill when prescribed by cultural heritage/established traditions ➤ Cannot be offered to: <ul style="list-style-type: none"> • Tri-Agency grant recipients • A member of the grant team 	

If the expense satisfies the mentioned principles and complies with directives, specific Funding Opportunity literature and relevant SFU Policies and Procedures, then it is considered eligible.