1.0 Purpose

1.1 The intent of the General Research Trust Account Policy is to allow Principal Investigator (P.I.) Fees from research contracts to be transferred to a special account to be used to cover ongoing research expenses, and therefore not to be recorded as personal income. The University has set conditions governing the operations of the account to ensure that it meets the criteria for ongoing research and that the transactions conform to University of New Brunswick and Revenue Canada Policy. In order to comply with Revenue Canada requirements, the funds cannot be used for any personal benefit of the P.I. and once deposited into a research account, cannot be paid to the P.I. The decision to request that P.I. Fees be deposited into a general research account must therefore be made at the time the proposal is made and is irrevocable.

2.0 Applicability

2.1 University-wide

2.2 This policy will apply to P.I. Fees from research contracts that have been approved by ORS. The researcher requesting the establishment of a General Research Trust Account must hold an academic appointment at the University that enables the person to do research. There will only be one account established for each researcher.

3.0 Definitions

3.1 None applicable

4.0 Implementation

4.1 It is the responsibility of the individual researcher to ensure that the correct procedures and guidelines are being followed. The appropriate Dean of the Faculty or Director is responsible for approving the request to establish the account and ensuring compliance with the policy. Violation of these rules for the Trust Accounts will be grounds for withdrawal of the privilege.

4.2 TRANSFERS (IN REVENUE)

4.2.1 In order for these P.I. Fees to be eligible for transfer they must:

4.2.1.1 Be from approved research contracts.

4.2.1.2 Include a provision for University overhead recovery. The overhead amount is not subject to transfer to the general research trust account.

4.2.2 The transfer for each contract must be requested by the P.I.

4.2.3 Transfers must be pre-approved by ORS using the prescribed Waiver of Entitlement to Principal Investigator Fees form (Adobe PDF).

4.2.4 Non-research activities such as honoraria, regular salary payments, stipends, or personal consulting fees are not eligible for transfer

4.2.5 Donation receipts will not be issued.

4.2.6 Only funds paid directly to the University are eligible for inclusion in these accounts

4.2.7 Accounts will be non-interest bearing.

4.2.8 Transfers from research grants (i.e. NSERC, SSHRC, CIHR, or others) are not permitted.

4.3 EXPENDITURES

4.3.1 No personal benefit may be derived from the account.

4.3.2 All expenditures must be related to research activities or facilities. Allowable expenses will normally fall within the regulations covering NSERC/SSHRC/CIHR awards and university of New Brunswick Policy

4.3.3 The payment of P.I. Fees is not an allowable expense. The amounts transferred will be "locked-in" and cannot be paid as personal salary at a future date.

4.3.4 The individual researcher and the appropriate Dean, Chair, or Director must approve all expenditures from the account. If the individual researcher is a Dean, Chair, or Director, then a secondary approval is required pursuant to University policy.

4.3.5 Original vouchers must substantiate expenditures.

4.3.6 Equipment, software, and other assets purchased become property of the University of New Brunswick.

4.3.7 In the event the faculty member leaves the employ of the University of New Brunswick, any remaining balance in the account will be transferred to General University Research funds.

4.3.8 Accounts will not be permitted to operate in a deficit position at any time.

4.4 PROCEDURE

4.4.1 In order to benefit from the procedure for research contracts, each P.I. is asked to complete a Waiver of Entitlement to Principal Investigator Fees form (Adobe PDF), and have the waiver approved by the appropriate Dean or Director and ORS.

4.4.2 Expenditures are subject to University policies on ethical review, animal experimentation, biohazards, and radiation safety. New research projects initiated under Trust Account Funding must therefore be summarized and submitted to ORS for review and approval.

5.0 Interpretation and Questions

5.1 For further information please contact: Dwight Ball Executive Director, ORS Tel: (506) 453-3558 Fax: (506) 453-3522 E-mail: fdball@unb.ca