

Date: Jan. 18, 2023

Funds & Eligible Expenses

Question	Response
Who holds the research funds? The academic investigator or the organization?	The primary recipient of funds must be a NPO, non-government agency, academic organization/individual, charitable organization or community group.
Can we re-distribute funding if one organization holds the funds but needs to give money to the other for hiring or research purposes?	The primary recipient would hold the funds and distribute the funds as per the workplan. The final report would include an accounting for all funds awarded.
Can two organizations or two professors hold the funds?	The primary recipient would hold the funds.
Staff wages that directly support the project are an eligible expense. Will CPSA funding cover only medical staff wages (e.g., doctors, nurses)?	All direct staff wages supporting the project would be eligible budget expenses.
Are Mandatory Employment Related Costs (MERCs) related to staff wages an eligible expense?	Yes, MERCs are eligible budget expenses.
Are honoraria to support the engagement, consultation and program delivery an acceptable expense?	Yes, honoraria to support the engagement, consultation and program delivery would be eligible budget expenses.
Administration/overhead and operating costs are not eligible expenses. However, if there is a way of showing that some of these costs are critical to the execution of our project, might they be permissible? In line with that, if, for instance, new staff require a laptop and cell phone to function, is this permissible?	All direct staff wages and mandatory employment related costs supporting the project would be eligible budget expense. Funds cannot be used for expenses that are capital in nature, hence a laptop or cell phones would not be eligible.

The primary applicant is a not-for-profit organization that is 98% government funded. We do not receive any funding for projects like the one proposed. Because none of our existing funding can be redirected to cover administrative costs associated with running the project. Given this, is it ok to include an admin line in our budget application?

Overhead costs for the organization are not eligible costs for the budget. The group should be seeking other partners to collaborate on the project to fund the CPSA non-eligible expenses.

It was indicated in the Request for Proposal that "Funds cannot be used for expenditures that are capital in nature; or those related to the general operations and administration of the host organization including travel outside of Alberta". Does this mean that funding for the administration of the project as undertaken by the hosting organization are permissible and that this clause refers to administration costs outside of and not directly part of this CPSA funded project?

Funding for administration costs of the host organization are not acceptable.

Would the grant fund any actual lab work or work related to tissue samples? Or is it mainly for staffing/recruitment of patients to the program and procedures? If such lab work can be funded, are there any mandatory preliminary data needed to be generated within the research group, or can pilot data be from the literature?

Please follow the rules provided. Funds cannot be used for expenditures that are capital in nature (e.g., building construction, renovations, improvements, capital equipment, hardware, software, vehicles, etc.); those related to overhead (e.g., rent, electricity); or those related to the general operations and administration of the host organization including travel outside of Alberta.

The program would be sustained via our current grants, donors and health savings. We're also currently leveraging some existing equipment for our program. Can we count those as sustaining? Or do we need an actual source known now and committed to such?

The submission should include how the project/initiative or its impact can be sustained locally beyond the grant period.

Please identify if other sources of funding have been obtained or plans to obtain additional funding.

Are there any policies regarding honoraria, or compensation for the involvement of Elders and other community members in project advisory work?

Honoraria for the involvement of Elders and other community members in project advisory work would be eligible budget expenses.

We note that travel outside of Alberta as part of the "general operations and administration of the host organization" is not allowed as part of the expenses. However, would travel to academic conferences to support knowledge dissemination efforts (with acknowledgment of CPSA funding) be acceptable?

Unfortunately, no.

What exactly can the grant money be spent on? For example, can the funds be used to help with software/technology development?

There isn't a list of all eligible budget expenses. However, all direct staff wages and mandatory employment related costs supporting the project would be eligible budget expenses. Travel costs related to the project within Alberta are allowed.

Funds cannot be used for general operations, administration of the host organization, capital equipment, hardware, or software.

Can the funds go towards the cost of hardware and software that support the proposed programs?

Funds cannot be used for capital equipment, hardware, or software. Funds cannot be used for license or modifications to social media platforms or hardware upgrades.

Do you have a budget template you would like us to follow?

There is no budget template.

Is it possible/desirable to have funding partners in addition to CPSA?

It is possible to have funding partners in addition to CPSA.

Can the money be used to support salaries or some type of support for time? For example, if a family physician is conducting tests on patients, can we use some of the money to support some of their time as an incentive to enrol patients and participate in a clinic, as any trial can potentially disrupt a clinic running otherwise? Are there other budgetary constraints/restrictions on what can or cannot be included?

All direct staff wages and mandatory employment related costs supporting the project would be eligible budget expenses.

Funds cannot be used for expenditures that are capital in nature (e.g., building construction, renovations, improvements, capital equipment, hardware, software, vehicles, etc.); those related to overhead (e.g., rent, electricity); or those related to the general operations and administration of the host organization including travel outside of Alberta.

What does overhead entail? For example, would general operation of business and/or people resources count as overhead?

Overhead would include general operating costs of the organization. This would be costs not directly related to the project.

There are small, medium and large grant. How do I determine which grant category I should apply for?

The funds requested would depend on the overall budget of the project and any other partner funding that has been obtained or confirmed.

Any funds awarded would be dispersed as one payment.

If the amount requested is greater than the funds available, would a lesser amount be awarded as per available funding?

Depending on the applications received, should there be funding available, there may be an amount awarded that is smaller than the amount requested.

In the proposed budget, are the following allowable expenses:
a. Evaluation consultant
b. Hosting a conference or several smaller community-based gatherings?

Yes, these proposed expenses would be allowable budget expenses if the activity is in Alberta. But administration costs would need to be carefully detailed as most are not acceptable.

When creating the budget, would you like the budget to be broken down annually or for the full 3 year term?

If the project continues beyond one year, then present the budget broken down annually.

Can we use grant funds to pay for physician travel expenses when they travel to rural and remote communities.

Direct travel costs within Alberta related to the project are allowable budget expenses.

Can funding be used to support evaluation and knowledge translation?

Yes

While funding cannot be used to purchase software, can funding be used to purchase add-ons for qualitative data analysis (i.e. transcription)?

Yes

What depth of detail are you looking for in terms of budget?

If the project continues beyond one year, then present the budget broken down annually.

Please provide sufficient details to help us understand how the funding will be spent.

Should the rationale for selecting the grant category and/or amount be included in the detailed budget provided?

Please document the amount of funding sought in the Budget section of the submission.

Is university overhead / indirect costs an eligible expense? This is normally requested by my institution at a rate of 30% of the total budget

If you are working within a university institution, and expect to have a university surcharge, then it should be accounted for.

Is there a need to focus on the economic analysis of the proposal?

All aspects of the project, present and future, should be carefully analyzed.

Other than capital expenses, are there any other restrictions on how the funding is used?

Normally, salaries are not paid to researchers. Costs for statisticians, for example, would be paid. Justification for each expense would be advised.

Can the funds be utilized for specialized equipment? Apparatuses for the specific need we are trying to address? Or can it be utilized to modify existing equipment?

Funds cannot be used for expenditures that are capital in nature (e.g., building construction, renovations, improvements, capital equipment, hardware, software, vehicles, etc.).

Is the funding received in one lump sum payment, or equal parts over the three years?

For successful applicant, funding will be awarded in one lump sum payment.
