What Grant Applicants at CHES Need to Know
about Indirect Costs Recovery and New Submission Procedures

UBC made changes to its Indirect Cost Recovery (ICR) protocol as of January 1, 2014. This document helps you navigate some of those changes.

Indirect Cost Recovery

What are Indirect Costs?

Indirect costs are operating expenses that cannot be wholly attributed to any one project. They include heating, maintenance, office space, grant facilitation, IT services, University administration, HR etc.

For research activities to be sustainable, both the direct and indirect costs must be fully recovered.

Do I include indirect costs in my grant application research budget?

Generally, yes.

Exception:

> Tri-council applications. UBC has a different mechanism for ICR from TC agencies.
> You need not include IC in your TC application.

How much IC do I claim?

Generally, 25% of your direct costs.

Exception:

> If the agency's grant application form or other publicly available documents clearly state a different ICR amount applicable to all applicants, the agency amount will be allowed by UBC.
> > UBC maintains a list of agencies for which is has previously verified different ICR amounts at
> > http://www.research.ubc.ca/vpri/page-restricted-ubc-staff-members-only?n=244
>
> > This site is only available to UBC personnel, so you will need to click "try again here" and login with your CWL.

What if the agency is not on the list above, but offers a lesser amount?

See the CHES Research Coordinator who can facilitate getting the agency on the list and/or direct you in how to notify ORS/VPRI of the lesser amount available.

What about MCC grants?

MCC requires IC not exceed 12.5%. As of the date of this guideline, UBC is verifying this amount. Once verified, it will be included in the link above. You must ask for 12.5% from MCC.

What about Royal College Medical Education grants?

Allowable IRC amounts will be included in the budget guidelines attached to each grant application form. You will request that maximum amount.

What about travel fellowships and PD grants?
These do not require ICR. However, any travel amounts included in your project budget for other research grants **is** subject to ICR. See the Research Coordinator if you have questions.

How do I claim IC on my project budget?
There are 2 ways. The granting agency will have a preference.

1. Include 25% within the claimed amount for each expense. For example, if including a $10,000 expense, it should be claimed as $12,500 inclusive of ICR.
2. Include a separate line item specifically for ICR. This should be 25% of all expenses claimed in budget.

How are ICs deducted from my grant account?
Each time you submit an expense, that expense and the appropriate IC will be deducted from your account.

Research Project Information Form (RPIF)

What is the Research Project Information Form?
The RPIF replaces Faculty cover sheets and must accompany all grant applications submitted after January 1, 2014. It identifies funding partners, resources, budget issues and provides space for necessary signatures. It can be submitted electronically. Instructions are found on the VPRI website at http://www.research.ubc.ca/node/1069. There are special instructions for Mac-Preview users.

The form can be found at http://www.research.ubc.ca/sites/research.ubc.ca/files/uploads/documents/VPRI/Research_Project_Information_Form.pdf.

Deadlines

What are the ORS deadlines for grant submissions?
For many competitions, the ORS deadline is 2 business days before the agency deadline. However, its deadline for major competitions (i.e. CIHR Operating Grant) is 5 business days. See their website at http://www.ors.ubc.ca/contents/internal-deadlines-research-grant-applications.

What are the Faculty of Medicine deadlines for grant submissions?
Grant applications must be received by the Dean's office _at least_ 4 business days prior to the agency deadline. The FoM will post earlier deadlines for major competitions such as CIHR Operating Grants, and for grants which limit the number of applicants from a faculty. See their website at http://med.ubc.ca/research/funding-opportunities/.

Don't forget to leave time to collect the relevant signatures!

Assistance

What other resources are available to me?

The RPIF includes mouse over guidelines in several fields.

VPRI publishes a budget-calculator page at http://research.ubc.ca/vpri/budget-calculator.

The SPARC (Supporting Programs to Advance Research Capacity) Office offers internal review to all Faculty investigators for all health-related grant applications to Federal or Provincial funding agencies. Submit a 1-page summary 8 weeks in advance of agency deadline. For more information, go to http://med.ubc.ca/research/grant-support/internal-review/.

The Faculty of Medicine offers Grant Development service (i.e. editing, formatting) to all Faculty investigators. It is mandatory for "new-new" investigators and those submitting for salary awards. Submit a notice of intent 8 weeks prior to agency deadline. For more information, go to http://med.ubc.ca/research/grant-support/grant-development/.

The Faculty of Medicine publishes some tips and tricks of 'Grantmanship' at http://med.ubc.ca/research/grant-support/grantsmanship/.

The research coordinator is available to help you work through specific questions.
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