FAQ for Small Grants

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A. Contact Information

Question	*Answer*
Who are the key personnel for administering the CIDER grants?	All email enquiries should send to CIDER.grants@ubc.ca • Vivian Lee: 822-4870. IONA 164 (vivian.lee@ubc.ca) (For general enquires, payment, procurement and expenses reimbursement) • Jay Shankar: 822-3836. IONA 162 (jay.shankar@ubc.ca) • Kevin Milligan: 822-6747. IONA 211 (kevin.milligan@ubc.ca)

B. Timing of the Grant

What is the timing of the grant?

Round	Grant Period		Report due date
	From	*To*	
#1	1-Jan-18	31-Dec-18	31-Mar-19
#2	1-Jul-18	30-Jun-19	30-Sep-19
#3	1-Jan-19	31-Dec-19	31-Mar-20
#4	1-Aug-19	31-Oct-20	30-Jan-21
#5	1-Jan-20	30-Apr-21	30-Jul-21
#6	1-Nov-20	30-Nov-21	28-Feb-22
#7	1-Oct-21	30-Sep-22	31-Dec-22

Question	*Answer*
What you can spend on?	• The CIDER Small Grants will be following standard tri-council rules as administered by UBC. So, your spending should be constrained by the standard way UBC handles SSHRC grants. Please check with Vivian if you have any specific questions. • Please see UBC Expenditure Guidelines for additional information. • There are specific instructions for different categories of spending as outlined below. Please check carefully as there are some specific requirements/rules awardees must follow. • You cannot exceed the amount allocated to your project. You can reallocate among spending categories (research assistants, data purchase, software, research-related travel) as you wish. Please submit a revised proposal for approval for any expense not specified in the proposal. However, special rules apply for equipment.
What should I report to CIDER for the research progress?	• Reports are due 3 months after end of the project (likely 1-2 pages) describing expenditures and activities. A template will be send for submission of report.
C. Payment and Procurement	
Can I start spending once my project has been approved??	• No. Once the project is approved, new fund accounts with Activity Codes will be set up with the approved budget before funds can be spent. Normal processing time to set-up account is 4-6 weeks. A confirmation email will be sent when the fund is ready to use. • If project requires ethics approval, please submit ethics application ASAP and send a copy of the ethics approval certificate to setup the accounting code for funds to be released.

Question	*Answer*
	• However, if the project requires ethics approval at a later date, researcher can obtain a preliminary approval in order to release the initial or portion of funds required to begin the project. For details, please refer to Preliminary Approval.
How can I pay for goods and services under CAD3,500?	• If paid up front, amount will be reimbursed by submitting the original receipt together with payment slip / credit card statement to Vivian. Researchers are advised to collect and submit receipts once in 2-3 months or if the total cost reaches $1000, whichever comes first.
How can I make purchase of goods and services exceeds CAD3,500?	• A Purchase Order is required before purchase can be made for goods and services exceeding CAD3,500. This can take around 4 weeks. Please see Vivian to arrange. • Please arrange for a quote from the preferred vendor in order to generate a Purchase Order. Follow the link to learn more about the process and rules: https://finance.ubc.ca/procure-pay • A quote sample is available in Section 6 of this document.
Can I get reimbursement from travel?	• Travel for research purposes will be reimbursed as per standard UBC/Tri-Council rules by submitting original receipts to Vivian. • For reimbursement, researchers are requested to submit a trip summary with the purpose of the trip and the conference program (if applicable), along with all the original receipts together to Vivian once you have returned from the trip. The trip summary should include the type of expense, such as flight, accommodations, ground transportation or meal with the expense amount and currency.

Question	*Answer*
	• If the expense is charged in foreign currency with personal credit card, a copy of credit card showing the amount in Canadian dollar is required to provide, which full amount in Canadian dollar will be reimbursed. If Canadian amount is not available, the researchers do not need to calculate the foreign exchange rate, which UBC exchange rate will be applied when you get reimbursed.
Is there any easier way to order computer equipment?	• Contact Masaru Kiyota, User Support Specialist at the VSE (masaru.Kiyota@ubc.ca) for the equipment specifications. Masaru will help to procure and arrange payment of the equipment.
Can I use the funding to purchase hardware / equipment?	• Hardware and equipment can be purchased as specified in the grant proposal. If equipment/hardware purchase is required/more than as specified in the proposal, please consult Kevin before spending. • If the purchase exceeds C$3,500, a Purchase Order is required for the corresponding purchase. This can take around 6 weeks. Please see Vivian to arrange. • Please arrange for a quote from the preferred vendor in order to generate Purchase Order. Follow the link to learn more about the process and rules.
Where and how can I find out my funds balance?	• Researchers are advised to keep track and record all their expenditures. However, who wish to enquire about funds balance are advised to contact Vivian Lee once in every 2-3 months if required.
How can I pay for my projects which involve Experiments / RCTs?	• A few of the proposals might involve experiments or overseas RCTs. It is important that any planned spending follows UBC accounting rules either by contracting the work to a UBC Supplier or getting the new contractor on the preferred vendor list. Please refer to the Set up a supplier, in Section D below. • Please consult Jay / Kevin before making spending commitments.

Question	• *Answer*
Do you have samples of quote or invoice or cash receipt for reference?	• See Quote Sample here. • See Invoice Sample here. • See Cash Receipt Samples here. • Make sure to include ONLY one currency in the Quote/Invoice/Cash Receipt. • Check with the supplier for what currencies their banks accepted.
D. Set up a UBC's Supplier	
How do I set up a UBC supplier? And how the local and overseas vendor get paid?	• To set up a UBC supplier, obtain the following information and documents from the supplier and send them to Vivian for setting up the supplier account: 1. Supplier's Name 2. Business # (if it's a company) 3. SIN # (if Canadian individual) 4. GST # (if registered) 5. Email Address 6. Physical Address 7. Phone number (specify if it is mobile or landline) 8. Fill in one of the payment forms: ○ EFT form (for Canadian accounts) or ○ ACH form (for US bank accounts) or ○ GDS form (for bank accounts outside North America) ★ The EFT and ACH forms have different verification requirements: either a copy of a void cheque or a bank letter displaying a bank stamp to evidence the banking information being supplied to UBC.

Question	*Answer*
How to complete the Cross Border Payment (GDS) Form?	• Follow these steps to complete the GDS form: 1. Click this link: https://form.jotform.com/202925687688070 2. Enter the supplier name and email address 3. Select the type of request (a) or (b) above 4. For (b), provide the last four digits of the prior bank account # that UBC will have on file 5. Select the country of the bank account; the form then includes the required banking fields for that country in the pdf that will be sent by email 6. Click submit; the form will be mailed to the supplier as pdf 7. Download the pdf 8. Have the pdf digitally signed by an authorized person for their bank account, scan and return the signed form to Vivian
E. Hire and pay for a Research Assistant	
How can I pay for Research Assistants who are not UBC student?	• They will be considered as Independent Contractor/Vendor, please reference to UBC Supplier's section in Section 4 of this document and check with Vivian.

Question	*Answer*
How can I hire and pay for Research Assistants (RA) who is currently an UBC student?	• All graduate Research Assistant must be hired on monthly rate. • Undergraduate RA can be hired on monthly or hourly rate. Hourly paid RA are required to fill in a time sheet on Workday for approval. • A HR student handbook is available for their reference and they are encouraged to read the handbook for better understanding on how they get paid. • To set up a RA appointment, send an email to Vivian with the following personal information of your selected RA and she will set up the appointment on Workday: 1. RA Name: 2. Employee ID: 3. Phone: 4. Email: 5. Residential address: 6. SIN no: 7. Birthdate: 8. Study Permit no: (if applicable and attach a study permit) 9. Identify if they are Undergrad / MA / PhD: 10. Hiring position: 11. Hiring period: from: to: 12. Monthly salary amount or Hourly rate: 13. Small Grant Project # to pay the RA

F. Ethics approval	
• *Question*	• *Answer*
Do I need ethics approval from my research projects?	• For ethics requirements, please visit the following websites: a) Animal Ethics: http://www.ors.ubc.ca/contents/animal-care b) Biosafety ethics: http://www.ors.ubc.ca/contents/biosafety c) Human ethics: http://www.research.ubc.ca/ethics/why-ethical-review-process
I already have ethics approval for my project, do I have to re-submit a new ethics application?	• If an existing certificate covers the proposed project, researcher will need to amend the existing certificate to include exact project title as mentioned in this award and sponsor. Please ensure **human ethics** certificate is linked to this award. To do so, researcher has to go to section 2.3 of the RISE ethics application and choose the FAS number (F16-02948) provided above from the drop down menu in section 2.3. Then, complete transaction.
If the research requiring ethics approval is not scheduled to take place until a later point in the project but still would part of the fund, what can you do?	• If project requires ethics approval at a later date, researcher can obtain a Preliminary Approval in order to release the initial or portion of funds required to begin the project. **Preliminary Approval request forms** can be found on the ORS website the under "Financial Forms" section. • For Human ethics, the "Request for Funding Release Prior to Human Ethics Review form" is applicable. • Please **email the filled form to Director of Ethics, Ms. Laurel Evans** (Laurel.Evans@ors.ubc.ca) for approval. Once approved, researcher will receive a confirmatory email from Laurel. Please send Vivian a copy of the approved and signed form to set up the accounting code.
What should I choose for the funding agency when I am filling in an ethics application?	• Canada Excellence Research Chair in data-Intensive methods in economics - Dr. Erik Snowberg. **FAS number: F16-02948**

Question	*Answer*
What to fill in for FAS number?	• Fill in "**F16-02948**" for FAS number. Should you not able to see this number, please contact Ms. Donna Lei" (donna.lei@ors.ubc.ca) and ask her to add you in.
What should I put for ORS Awards Officer when I am filling in the Preliminary Approval forms?	• Fill in **"Donna Lei"** as the ORS Awards Officer in the ethics form.
Who should I contact if I need any assistance related to ethics approval?	• Contact **Ms. Maria Valente**, BREB Review Coordinator of the UBC Behavioural Research Ethics Board, 604-827-5112 (maria.valente@ors.ubc.ca) for assistance.

G. Quote Sample

Quotation

Date: Feb 1, 2021

From: xxx
Address: xxx

Bill To: The University of British Columbia
Address: Vancouver School of Economics, 6000 Iona Drive, Vancouver, BC V6T 1L4, Canada

Project Name: xxx

Project Dates: From xxx to xxx

Description of Services:
Describe the scope of Service and what are the deliverables. Also include where is the work take place. One paragraph to summarize the services is sufficient.

Tasks:

	Descriptions	**Unit price (CAD)**	**Unit/Qty**	**Total (CAD)**
1	Recruitment of subjects	125	16	2500
2	Field work	125	10	1250
3	Labor cost	125	10	1250
4	Travel expenses	40	10	400
5	Communications	25	2	50
	Total			**5,150**

Total: CAD5,150

H. Invoice Sample

Invoice

Date: Feb 1, 2021

Invoice # xxx
UBC PO # xxx

From: xxx
Address: xxx

Bill To: The University of British Columbia
Address: Vancouver School of Economics, 6000 Iona Drive, Vancouver, BC V6T 1L4, Canada

Project Name: xxx

Project Dates: From xxx to xxx

Description of Services:
Describe what have been done and the deliverables.

Tasks:

	Descriptions	**Unit price (CAD)**	**Unit/Qty**	**Total (CAD)**
1	Recruitment of subjects	125	8	1250
2	Field work	125	5	625
3	Labor cost	125	5	625
4	Travel expenses	40	5	200
5	Communications	25	1	25
	Total			**2,575**

Total: CAD2,575

I. Cash receipt Samples

Sample 1

Research fee completed in xxx as detailed below:

Working Date	Name	Position	Work descriptions	Hourly rate	Total working hours	Total amount Paid	Signature for payment received
8/22/2019	Xxx xxx	Research Assistant	Data collection at the field	USD 17	20	USD 340	♑
8/23/2019	YYY YYY	Research Assistant	Data collection at the field	USD 17	25	USD 425	&
					Total Amount Paid =	USD 765	

Sample 2

Research fee completed in xxx as detailed below:

Working Date	Name	Position	Work descriptions	Hourly rate	Total working hours	Total amount Paid
8/22/2019	YYY YYY	Research Assistant	Data collection at the field	USD 17	30	USD 510
8/25/2019	YYY YYY	Research Assistant	Data collection at the field	USD 17	25	USD 425
					Total Amount Paid =	USD 935

Total payment received by YYY YYY

&