



a place of mind

UBC Okanagan Campus Internal Grants Eligible Expenses

REICHWALD GERMANIC STUDIES AWARD FOR RESEARCH & CREATIVE ACTIVITY

Office of Research Services
Phone: (250) 807 9412

Administration Policies – Eligibility of Expenses

The following are for guidance only, and are not intended to be all-inclusive. In general, the Fund will cover expenses *directly* related to the research required for the project; the Fund presumes applicants already possess adequate research infrastructure (office equipment and furniture, computers, phone lines, internet connections, etc.). Reichwald Award funds may only be used for allowable costs related directly to the research project and included on the approved project budget. Eligible expenses include salaries (excluding those of faculty or staff), travel related to the actual research, field studies, dissemination costs, graduate student support, general supplies and expenses, office support, research samples and other materials, grant writing support and equipment. Funds may not be used for faculty or staff salaries, graduate coursework, theses, dissertations or travel for professional presentations. The purchase of general references books, unless they are an integral part of the data gathering process, is not an allowable cost. All awards and budgets have a one year maximum period unless an extension is approved.

Salaries and Other Compensation: Funds may be provided for the support of research assistants and/or specialist/technical assistants. The Reichwald Adjudication Committee must be assured of the competence of any such assistants and their contribution to the research project. Other eligible expenses include consulting fees and research subject honoraria.

Dissemination of research results: Funds will support the cost of: developing web based information, excluding site operational costs; costs associated with the circulation performance, video, new media or visual art exhibition; and expenses incurred for the preparation of research manuscripts for publication and translation (this refers to the current award and not past projects).

Supplies and Expenses: Stationary, mailing, and telephone costs associated with data collection; typing and manuscript preparation; purchase of references books (if directly related to the research project); materials and supplies required for the creation of new creative works, and other supplies and expenses if they are related directly to the research are eligible expenses.

Equipment: Item(s) requested should be shown to be unavailable from other University sources. These items include the purchase or rental of equipment, e.g., tape recorders, video equipment. **All items purchased become the property of the University.**

Travel: Travel will be **funded for the purpose of data collection only** (e.g. conducting interviews, visiting libraries, field trips, etc.) Travel and subsistence costs include reasonable out-of-pocket expenses. Travel policy #83 may be viewed at <http://www.universitycounsel.ubc.ca/policies/policy83.pdf>

Ineligible Expenses include, but are not limited to:

- Faculty Overhead; contingency funds
- Monthly parking fees for vehicles
- Membership in professional associations or scientific societies
- Office furniture; water and water coolers for the office
- Bank charges, including late charges
- Insurance, licensing and legal fees, accounting and auditing fees
- Fee for music rights
- Entertainment costs
- Conferences
- Teaching release time
- Local travel
- Monthly connection or rental costs of telephones
- Connection or installation of lines (telephone or other links)
- Voice mail
- Cellular phone rental or purchase
- Journal Subscriptions
- Journal subsidy (i.e. funding for a special issue of a journal)
- Publication cost related to past research projects
- Memberships

This list is not exhaustive. Queries regarding expense eligibility should be directed to the Office of Research Services at 250-807-9412.