



# Evaluation, Rules, and Responsibilities: Student Research Grants

## EVALUATION OF PROPOSALS

The adjudication committee will consider the following in evaluating proposals:

1. Applicant's Qualifications
  - Scholarships & Awards
  - Publications
  - Conference Presentations & Other Relevant Experience
2. Merits of Proposal
  - Rationale & Background
  - Feasibility, Design, & Methods
  - Potential Impact & Originality

## RULES GOVERNING RELEASE OF FUNDS

The CPA will release funds to the student's academic institution upon receiving a valid certificate of compliance from the Research Ethics Board (REB) of the applicant's institution along with confirmation of affiliate/membership status from the CPA's and/or other relevant association's Membership Department.

Grant funds are administered through the institution's administration system. The student grantee authorizes expenditures in accordance with the CPA's policies and requirements, as outlined here, and with institution policies. No one may initiate or authorize expenditures from the CPA grant account without the student grantee's delegated authority. Each institution establishes appropriate procedures, systems, and controls to ensure that the CPA's requirements are followed. The institution has the right and responsibility to withhold and withdraw approval of expenditures proposed by a student grantee that contravene the CPA's requirements or the institution's policies and, when appropriate, to seek advice or ruling from the CPA as to eligibility of expenses.

Grant funds must contribute towards the direct costs of the research for which the funds were awarded, and the benefits should be directly attributable to the grant. The institution pays for the indirect or overhead costs associated with managing the research funded by the CPA.

Should a situation arise where funds need to be released directly to a student, the CPA will be required to issue a T4A as per Canadian tax regulations; in that instance, the CPA will be in touch with all successful applicants with the secure means of providing the CPA with one's Social Insurance Number.

## ELIGIBLE/NON-ELIGIBLE EXPENSES

### Eligible Expenses

- Research personnel (e.g., research assistant)
- Consulting fees (e.g., programmer, statistician)
- Fees paid for the purpose of participant recruitment, such as modest incentives to consider participation (i.e., to establish a potential participant pool), where approved by a Research Ethics Board
- Open-access publication fees
- Materials

### Non-Eligible Expenses

- Costs of alcohol, entertainment, hospitality, and gifts
- Conference registration/travel/accommodation
- Costs related to staff awards and recognition
- Education-related costs such as thesis preparation, tuition, and course fees, leading up to a degree
- Costs involved in the preparation of teaching materials
- Costs of basic services such as heat, light, water, compressed air, distilled water, vacuums and janitorial services supplied to all laboratories in a research facility
- Insurance costs for buildings or equipment
- Membership dues/fees in professional associations
- Costs associated with regulatory compliance, including ethical review, biohazard, or provincial or municipal regulations and by-laws
- Monthly parking fees for vehicles, unless specifically required for field work
- Sales taxes to which an exemption or rebate applies
- Costs of regular clothing
- Patenting expenses
- Costs of moving a lab

## RESPONSIBILITIES OF GRANT RECIPIENTS

Successful applicants will be expected to provide a final (or progress) report to the CPA's Science Director ([science@cpa.ca](mailto:science@cpa.ca)) of the outcome of their research (approximately 500 words) within 18-months of receiving funding. Successful applicants may also wish to submit a 150-word write up of their research for *Psynopsis*, the CPA's quarterly magazine.

The CPA should be acknowledged in any publications or presentations resulting from the research.