



University Policy
University Procedure
Operating Standard
Guideline/Form

Research Overhead Policy

Classification
Research

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- ii. cleaning;
 - iii. general liability, property damage and other insurance;
 - iv. departmental administrative support;
 - v. research services;
 - vi. legal and financial administration;
 - vii. environmental health and safety services;
 - viii. IT services;
 - ix. building maintenance services; and
 - x. libraries and library services.
- c) “Overhead” means the amount required in accordance with the Research Overhead Procedure to be set out in a Research Project’s budget as a contribution towards Indirect Costs.
- d) “Principal Investigator” means the individual who has primary responsibility for the design, execution and management of a Research Project.
- e) “Research Project” means research or research-related activities, including research related analysis and technical services, for which the Principal Investigator, on behalf of the University, receives funds from sources other than the University.
- f) “University” means the University of Calgary.

4 Policy Statement

General

- 4.1 The research budget for a Research Project must include all Direct Costs. Capital costs will be included as a Direct Cost if capital costs will be incurred in connection with the Research Project. Capital costs may include the costs of constructing or renovating buildings.
- 4.2 The research budget for a Research Project must also include Overhead, at the rate required by the Research Overhead Procedure.
- 4.3 Research Project proposals and applications must be submitted to the Research Services Office, the Calgary Centre for Clinical Research or Med Legal for review and approval of the terms that apply to the funding for the Research Project, including the applicable Overhead rate, before research budgets or specific funding requirements are agreed to with funders.
- 4.4 This policy will apply to all Research Project applications, proposals and budgets submitted to funders, the Research Services Office, Calgary Centre for Clinical Research or Med Legal on or after the effective date of this policy. Any Research Project application, proposal or budget agreed to by funders and approved by the Research Services Office, the Calgary Centre for Clinical Research or Med Legal prior to the effective date of this policy will continue to be governed by the Overhead rates in effect at the relevant time.

Waivers

- 4.5 A waiver or reduction of Overhead will only be approved by the President (Research) in exceptional circumstances. A waiver or reduction of Overhead must be recommended by the Principal Investigator’s Dean before it is submitted to the Vice-President (Research). A Dean will only recommend a waiver or reduction of Overhead in exceptional circumstances.

4.6 A waiver or reduction of Overhead approved by the President (Research) will only apply to a specific source of funding for a Research Project. A waiver or reduction will not be approved for a research program or for all of the activity of a Principal Investigator.

5 Responsibilities

5.1 University employees and others conducting research or approving research budgets or research agreements will:

- a) be familiar with this policy, the Research Overhead Procedure and the O