Canada Research Continuity Emergency Fund

### Stage Three Funding Internal Allocation

**Open Call for Applications for Stage 3\***

# Background

The Government of Canada’s COVID-19 Economic Response Plan includes the Canada Research Continuity Emergency Fund (CRCEF) program.

(<https://www.sshrc-crsh.gc.ca/funding-financement/crcef-fucrc/index-eng.aspx>)

The program is a Tri-Agency program and has been established to help sustain the research enterprise at Canadian universities and health research institutions affected by the COVID-19 pandemic. The program is intended to help reduce negative impacts of the pandemic and to ensure that the benefits of significant investments to date in universities and health research institutions are protected.

The CRCEF program has four stages:

**Stages 1 and 2** were focused exclusively on wage support for research personnel whose salaries were adversely affected by COVID-19 and who are paid in part or in whole by non-governmental sources. The eligible period for Stages 1 and 2 was 12 weeks within the period March 15, 2020 to August 29, 2020.

**\*Stage 3** is for direct costs associated with maintenance and ramp-up of research activities for research projects that have been adversely affected by the COVID-19 pandemic.

Click on the link below to access the eligibility criteria for stage 3 expenses

**https://www.sshrc-crsh.gc.ca/funding-financement/crcef-fucrc/faq/ramp-up\_costs-couts\_de\_reprise-eng.aspx?wbdisable=true**

**Stage 4** extends the eligible period for Stages 1 and 2 from 12 weeks to 24 weeks within the same timeframe of March 15 to August 29, 2020.

This call is specifically related to CRCEF Stage 3 funding, applications can be submitted by Principal Investigators, and Scientific leads of shared research facilities who hold research accounts for impacted projects at Baycrest.

Applicants must complete an application form and submit it to [hder@baycrest.org](mailto:hder@baycrest.org) and copy [jlazarus@baycrest.org](mailto:jlazarus@baycrest.org). **Applications must be submitted 11:59 pm on Monday, November 23, 2020**. If you require assistance to compile your eligible expenses for submission, send an email to Helen Der ([hder@baycrest.org](mailto:hder@baycrest.org)).

Stage 3 funding supports direct costs of research that have been incurred to:

1. Maintain essential research-related commitments during the COVID-19 pandemic; and / or,
2. Ramp-up to full research activities.

CRCEF has allocated a funding envelope to the University of Toronto and its affiliated Hospitals that is based on the funding data that is submitted to the Canadian Association of University Business Offices (CAUBO) (<https://www.caubo.ca/>). Baycrest’s share of the funding envelope of $18,623,856 is $101,687. If the applications demonstrate funding needs that exceed the notional amount, the criteria noted below will be applied for the distribution of the available funding.

**Eligible expenses in Stage 3 of the CRCEF program are those that meeting the following criteria:**

* **They are unanticipated additional costs that would not have been incurred in the absence of the COVID-19 pandemic and cannot be funded by existing sources of funds;**
* **The are for direct costs associated with maintenance and ramp-up of research activities;**
* **They are costs borne by research projects.**

On expenses, that are extraordinary and incremental to those already covered by existing sources of funds and have been incurred between March 15 and November 15, 2020, can be covered by the CRCEF at up to 75%.

Extraordinary incremental costs incurred for research projects funded by either governmental or non-governmental sources are eligible for Stage 3 support. Extraordinary incremental costs are defined as **unanticipated additional costs that would not normally have been incurred in the absence of the COVID-19 pandemic and cannot be funded by existing sources of funds**.

Costs must be associated with the maintenance and / or ramp-up of research activities.

Applicants must justify the need for the funds based on actual and forecasted committed costs incurred between **March 15 and November 15, 2020**. Eligible expenses include costs associated with the following categories.

**Maintenance costs:**

Costs incurred within the eligible period and associated with maintaining essential research-related activities during the pandemic that are exceptional and incremental to those already covered by existing sources of funds, funded at up to 75%. This includes:

* animal and specimen care through the crisis period;
* maintenance of equipment, software, cohorts, datasets, including warranties, licenses and service contracts;
* technological equipment for remote access to maintain assets; and
* safety equipment for personnel dedicated to maintenance.
* internet connection, land line, cell phone connecting and equipment for working remotely, if they meet CRCEF Stage 3 eligibility criteria, i.e. they must have been necessary to maintain or re-start a direct research activity;

**Ramp-up costs:**

Costs incurred within the eligible period and associated with full ramp-up of research activities, as physical distancing measures are eased and research activities can resume. Only costs that are exceptional and incremental to those already covered by existing sources of funds will be supported, at up to 75%. Eligible expenses include those incurred at the project level and associated with:

* re-organizing the research environment and activities;
* additional costs to bring the research back to its pre-pandemic level, including experiments or related to the restart of collections and datasets (e.g., population-based, environmental);
* user fees charged by shared platforms to researchers to restart research activities (e.g., animal-care facilities, digital labs);
* re-scheduling and restarting human and clinical trials;
* exceptional costs to access special facilities, shared platforms and resources, knowledge transfer meetings and workshops;
* restarting, reassembling and safety checks of equipment and facilities;
* replacement costs for samples that could not be used during halted research period at Baycrest, which was March 18, 2020 to September 30, 2020.
* reacquiring lost and donated laboratory and field supplies and equipment, reagents, perishable materials, laboratory animal and other living specimens; and
* personal protective equipment and related items for research-related personnel.

**Salaries of research personnel**

The **salaries of research personnel** can be eligible for partial reimbursement up to 75% by CRCEF at Stage 3 for the period **August 30, 2020 to November 15, 2020** if they meet Stage 3 eligibility criteria.

**APPLICATION PROCESS**

1. An open call to all principal investigators and research leads of shared facilities to submit an application for Stage 3 CRCEF funding will be distributed by email.
2. The application form will be included with the email.
3. Eligible applicants must submit the applications to [jlazarus@baycrest.org](mailto:jlazarus@baycrest.org) by 11:59pm on November 23, 2020. Applications can be accepted internally between November 5 and November 23, 2020 on a continuous basis.
4. Researchers can request assistance in compiling eligible expenses for submission by emailing hder@baycrest.org.
5. Applications can include actual and forecasted committed costs for March 15 to November 15, 2020, if the application is submitted prior to November 23, 2020.
6. Submission of an application by a principal investigator or scientific lead of a shared research facility is an attestation that the application meets the eligibility criteria for Stage 3 funding.

**ADMINISTRATION**

1. The finance and operations team will review applications for data accuracy and expense eligibility.
2. The CRCEF Internal Allocation Committee will make the decisions on how the funds will be used according to the established evaluation criteria. If the total funding request exceed available funds, the allocation will be consistent with [EDI considerations and principles developed for Stages 1 and 2 of the CRCEF funding](https://research.ubc.ca/crcef#EDI).
3. The total funding requirements for the maintenance and ramp-up costs will be submitted to the University of Toronto for their inclusion in their consolidated application.

**EVALUATION CRITERIA**

Submissions are accepted and considered equally Principal investigators and scientific leads of shared facilities.

Applications are encouraged from:

* Early-career researchers (researchers who have held a full-time independent research appointment for a period of 0-7 years, beginning with the date of first appointment at Baycrest); and
* Researchers belonging to equity-seeking groups

In the event that funding requests for Stage 3 are higher than the allocated funding, special consideration will be given to researchers known to be most impacted by COVID-19. This includes early-career researchers, researchers belonging to equity-seeking groups and researchers who were personally impacted by COVID-19 and/or have special needs concerning child/family care.

The CRCEF Steering committee may consider additional evaluation criteria, which could include the following:

* pro-rating requests according to funding allocation to allow for a maximum amount for each project;
* a minimum incremental cost for a project to be considered for the funding;
* the financial impact of the COVID-19 pandemic on the grant’s budget exceeding a certain percentage of the annual grant value;
* priority given to projects that are at the beginning or in the middle of their terms, versus those that are close to their grant end date; and
* non-eligibility of projects with considerable financial balances at the end of the fiscal year (March 31, 2020).

**The following will also be taken into consideration:**

* Tri-agency projects that have been extended in time only are eligible to Stage 3.
* Tri-agency projects that have been extended with funding for salary support (support announced on April 22, 2020) are eligible to Stage 3, but a same salary cannot be supported by the two measures for a same period

**HOW WILL THE FUNDS BE TRANSFERRED TO AN INVESTIGATOR?**

The CRCEF working group will communicate funding decisions and coordinate the transfer of funds to UBC research grants and to the health affiliates, currently anticipated to be in February 2021.