

Montreal, November 9, 2020

Dear Investigator,

Further to the e-mail that we sent you on October 6th regarding Stage 3 of the Canada Research Continuity Emergency Fund (CRCEF), I am attaching for your consideration the excel template pertaining to your claim. As indicated in the said communication, we have populated the most visible expenses that are eligible for your claim and which are already included in your template (please see **Note 1** below). We further ask you to:

- 1) Review the expenses that we have already identified for your claim.
- 2) Identify any other potential expenses and include them in your template. To help you with this process, we are attaching in a separate file all your transactions up to period 7 for your research accounts (only). For further guidelines see **Note 2** below.
- 3) Sign off your excel template at the bottom and submit it to me by **November 19th**.

Note 1:

The expenses that we have identified and included in your template are those related to the per-diem of your animal colony, cost of CO₂ and liquid nitrogen to keep your cell lines and expenses related to web communications (zoom licences, web cams, etc.). Some of you will also notice that we have included other expenses where the description begins with the term “notional invoice”. These are expenses related to the core facilities (cytometry, imaging, pathology, etc.) and incremental IT cost for the monitoring of our network and external accesses implemented during the pandemic. The program allows for the recovery of loss revenues for the maintenance of the core facilities and other incremental costs that would generally be charged to the grants. The term “notional” means that these expenses (incurred between March 15 and November 15, 2020) were not charged to your account. Neither will they have any impact to your expenses, as the institution will absorb the 25% not covered by the program. The distribution was calculated on a prorated basis considering last year usage. As indicated, these are only “notional invoices” and will not impact your grants.

Note 2:

Please note that all expenses that you have incurred for PPE have already been removed from your accounts by the finance department of the hospital as they will get reimbursed by the provincial government. Therefore, do not include them. To identify other expenses that you can claim, please see the following guidelines:

Only direct costs of research 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 will be reimbursed, at up to 75% depending on the funds available and the scope of expenses requested.

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. Please note that only “maintenance” and “ramp-up” costs are eligible. **“Ramp-down” costs are ineligible.**

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

a) Maintenance costs:

- Maintenance of equipment, software, cohorts, datasets, including warranties, licenses and service contracts; calculated on a prorated basis within the eligible period.
- Technological equipment for remote access to maintain assets.
- Other additional costs incurred as a consequence of the lockdown (the list is not exhaustive):
 - Uber/Taxi fare for essential personnel to travel to the LDI
 - Costs associated with the purchasing of licenses to allow your team to work remotely.

b) Ramp-up costs:

- Re-organizing the research environment and activities;
- additional costs to bring the research closer to the pre-pandemic level, including experiments or related to the restart of collections and datasets (e.g., population-based, environmental);
- 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;
- Reacquiring lost and donated laboratory and field supplies and equipment, reagents, perishable materials, laboratory animal and other living specimens;

You may also claim salary expenses under the following criteria (please include them in the salary tab of your excel template)

- Associated with ramp-up and maintenance of **research** activities
- From **August 30 to November 15 ONLY**
- Should be extraordinary and incremental
 - For example, extraordinary salary costs related to animal or specimen care, maintenance of equipment, software, cohorts, datasets, including warranties, licenses and service contracts or extraordinary salary costs related to re-organizing the research environment and research activities, but only if the work they did during the time they were paid was incremental and extra-ordinary to their regular tasks. **Example, if a technician spends one hour of his day disinfecting the lab, a task that was not performed prior to COVID, then 1 hour of his day's salary is eligible to be claimed.**

Please keep in mind that all expenses that you claim must be well documented with proper back-up to be ready for auditing purposes.

For more information about CRCEF Stage 3 and pertinent eligible expenses you can refer to the following links:

<https://www.mcgill.ca/research/research/funding/federal/crcef>

<https://www.sshrc-crsh.gc.ca/funding-financement/crcef-fucrc/>

If you have any questions, please do not hesitate to contact me directly at

gustavo.wendichansky@ladydavis.ca or by phone at 514-340-8252

Best regards,

A handwritten signature in blue ink, appearing to read 'G. Wendichansky', with a stylized flourish at the end.

Gustavo Wendichansky

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