

Montreal, October 27, 2020

Subject: Canadian Research Continuity Emergency Fund Program (CRCEF) Stage 4

Dear Investigator,

We are in the process of submitting our application to obtain the funds from the Canadian Research Continuity Emergency Fund Program (CRCEF) Stage 4, which is due November 2, 2020.

CRCEF Stage 4 extends the maximum duration of wage/salary/stipend support for eligible research personnel in Stage 1 from 12 weeks to 24 weeks. The eligibility period for wage support remains the same as it was in Stage 1: From March 15th, 2020 to August 29th, 2020.

As with Stage 1, Stage 4 funds will be used exclusively for wage support for research personnel (staff, postdocs, graduate and undergraduate students) whose salaries/stipends were adversely affected by COVID-19 and who were paid in part or in whole by non-governmental sources. This emergency fund covers 75% of the salary of your research personnel and trainees paid from nongovernmental funds, up to maximum of \$847.00 per week and which have not been claimed in Stage 1.

Similar to Stage 1, you must sign a declaration indicating amongst other things, names of the research personnel, account number, amount claimed, if the work has been affected by the pandemic, personnel laid-off, date of rehiring, etc.

To facilitate your application, we have performed the pertinent analysis of your accounts and personnel and have completed most of your declaration. Nevertheless, you will need to complete the % of time worked during the eligible period. This is not what you have paid, but rather an estimate of the real work performed by the employee. In most cases, this would not be 100%, because even if they were able to work from home, they were not able to perform all the tasks, efficiency was lower, etc. This estimate is particularly important to demonstrate how your research has been affected by the pandemic. Please bear in mind that for most cases you will be claiming for the last 12 weeks of the eligible period (March 15 to August 29), so the estimated time might not be the same that you declared for Stage 1.

As indicated, all other questions and information have already been completed on your behalf. Please verify if the information is correct and sign the declaration. To facilitate the signature process, you will receive the declaration via **DocuSign**.

Unfortunately, we are very tight with the time to compile and prepare all the documentation, so please make sure that you approve it and sign it **by Friday October 30th** the latest.

If you feel that there has been a mistake and/or omission, please contact me as soon as possible to verify or corroborate the information.

As indicated, The CRCEF Stage 4 program is **only** available for those investigators that have personnel or trainees paid by nongovernmental funds. Therefore, not all of you will receive the declaration and be eligible to this financial support.

Thank you very much for your attention to this matter.

Best regards and stay safe,

Gustavo Wendichansky

Chief Operating & Financial Officer

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