Purpose

The purpose of this guideline is to understand unrestricted research fund and establish the process in identifying and transferring balances to appropriate account.

Policy

- Fund code of unrestricted research fund is R3333.
- Surplus of expired research project/grant (PG) will be classified as unrestricted and moved to principal investigator’s (PI) R3333 PG, if -
  - Agreement or award letter indicates that surplus will be retained by the PI/Institution, or
  - Agreement or award letter is silent on surplus and it is below 43% of total project funding, or
  - Agency/sponsor is invoiced through cost recovery/milestone.
- Matching contributions for a research project will be setup depending on the source of funds.
  - Source of matching contribution is from unrestricted PG or fund code, matching contribution should be set up in R3333 fund code
  - Source of matching contribution is from restricted PG or fund code, matching contributions should be setup in R3010 fund code

** List of unrestricted E fund codes is available in FMS or enquire by sending an email to rta@finance.ubc.ca
** S0000 is restricted fund code

- External donation with external restriction should not be mixed with PI’s unrestricted PG.
- PI should use accumulated unrestricted funds for research activities in a broad sense and ensure compliance with ethics requirement, if applicable.
- UBC policy #90 applies for overspent unrestricted research PGs.

Procedures

1. RTA Finance Officer
   - Review expired research PGs on a regular basis to determine if PG with surplus meets the criteria to be categorized as unrestricted
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- Coordinate with PI to confirm the transfer of balance to R3333 PG if one already exists. If not, request the setup of new R3333 PG from ORS
- Transfer the surplus net of overhead, if PG has an overhead code to PI’s R3333 PG

2. ORS/UILO Officer
   - Setup new PG with the following information
     i. Fund code: R3333
     ii. Description: Unrestricted Research Funds
     iii. PG End Date: 2099

   - A PI may have more than 1 unrestricted PG if separate monitoring and return of surplus to source PG is required. In this case, a new R3333 PG will be setup with the following information
     i. Fund code: R3333
     ii. Description: usual name or purpose of award
     iii. PG End Date: award end date
     iv. RPB to indicate reason for the setup of new unrestricted PG, such as return of surplus to the master PG is required

   - Increase R3333 PG budget as necessary

3. PI/department must request ORS/UILO to increase the budget for revenues credited to R3333 PG and prepare cost reduction entries only when there were previous expenses incurred in the PG.

APPLICABILITY

Applies to all faculties and departments

UPDATED

Updated May 2013