



## University of British Columbia Okanagan Campus Unrestricted Research Fund

---

### 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 [rt@finance.ubc.ca](mailto:rt@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



## University of British Columbia Okanagan Campus Unrestricted Research Fund

---

- 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