

## Research Overhead Procedure

<b>Classification</b> Research	<b>Table of Contents</b> 1 Purpose .....1 2 Scope.....1 3 Definitions .....1 4 Procedure .....2 5 Appendices .....4 6 Parent Policy.....4 7 History .....4
<b>Approval Authority</b> Vice-President (Research)	
<b>Implementation Authority</b> Vice-President (Research)	
<b>Effective Date</b> April 1, 2005	
<b>Last Revision</b> September 1, 2024	

- 1 Purpose** The purpose of this procedure is to set out the process for recovering Overhead from Research Projects.
- 2 Scope** This procedure applies to University employees and others who conduct research activities or approve research budgets or research agreements under the auspices of the University.
- 3 Definitions** In this procedure:
- a) “Direct Costs” means costs that are identified as directly attributable to a Research Project. Direct Costs include but are not limited to the costs of:
    - i. salaries and related benefits of Research Project personnel, pro rata if the individuals are working on multiple projects;
    - ii. equipment;
    - iii. capital costs;
    - iv. consumables;
    - v. insurance ; and
    - vi. travel.
  - b) “Indirect Costs” means central, faculty and departmental costs that the University incurs to support research and other operations which are not directly attributable to a specific Research Project. Indirect Costs include but are not limited to the costs of:
    - i. heat, light and water;
    - ii. cleaning;
    - iii. general liability, property damage and other insurance;
    - iv. departmental administrative support;
    - v. research services;

- vi. legal and financial administration;
  - vii. environmental health and safety services;
  - viii. IT services;
  - ix. building maintenance services; and
  - x. libraries and library services.
- c) “Tri-council Matching Program Grants” means funds provided by a source other than the University or Philanthropic Funds that match the Research Project budget amount provided by a Tri-council research grant.
  - d) “Overhead” means the amount required in accordance with this procedure to be set out in a Research Project’s budget as a contribution towards Indirect Costs.
  - e) “Philanthropic Funds” means funds provided for a Research Project as a gift, endowment, donation, bequest or where funds are provided for a Research Project by a registered charity.
  - f) “Principal Investigator” means the individual who has primary responsibility for the design, execution and management of a Research Project.
  - g) “Research Contract” means an agreement, other than a Technical Services Agreement, relating to a Research Project where a source other than the University or Philanthropic Funds provides funds for the project and typically requires specific deliverables.
  - h) “Research Grant” means an agreement relating to a Research Project that is not funded by the University or Philanthropic Funds where the objectives of the research are flexible or initiated by the University or its employees or academic collaborators at other institutions.
  - i) “Research Prize” means a monetary prize awarded to an individual for research excellence.
  - j) “Research Project” means research or research-related activities, including research-related analysis and technical services, for which the Principal Investigator, on behalf of the University, receives funds from sources other than the University.
  - k) “Sponsored Human Clinical Trials” means an industry-sponsored Research Project that assigns human participants or groups of human participants to one or more interventions or no intervention in order to study biomedical or health-related outcomes.
  - l) “Technical Services Agreement” means an agreement where a party contracts with the University for the University to provide research- related analysis or technical services for consideration.
  - m) “University” means the University of Calgary.

## 4 Procedure

### Application

- 4.1 Principal Investigators must include all Direct Costs, including capital costs if applicable, and Overhead at the rates set out in 4.2 in all Research Project proposals and applications and all Research Contracts, Research Grants, and Technical Service Agreements. To the extent Research Prizes are used as a source of funding for

Research Projects, those funds will be included and charged an applicable Overhead rate.

#### 4.2

Description	Overhead Rate*
Research Grant, Research Contract Funded by government and/or not-for-profit sector	25% of Direct Costs
Research Grant, Research Contract Funded by industry (for profit sector)	40% of Direct Costs
Sponsored Human Clinical Trials	30% of Direct Costs
Technical Services Agreement	45% of Direct Costs
Philanthropic Funds	No Overhead
Tri-council Matching Program Grants	No Overhead on any third-party funds (e.g. industry) for research.
Research Prizes	As determined by the program providing the Research Prize, to the extent the Research Prize is used as a source of funding for Research Projects

\*Where funds are received from funders that have a published Overhead rate that differs from the rates set by this procedure, the funder's maximum published rate will apply.

- 4.3** A Principal Investigator will work with the Research Services Office, the Calgary Centre for Clinical Research, or Med Legal to determine the terms applicable to a Research Project including the appropriate Overhead.
- 4.4** A Principal Investigator who seeks a waiver or reduction of the Overhead set out in 4.2 must submit a completed Application for Waiver/Reduction of Overhead in the form attached as Appendix 1 to the Principal Investigator's Dean for their review and recommendation. The Dean will only recommend an Application for Waiver/Reduction of Overhead in exceptional circumstances.
- 4.5** If the Dean recommends the waiver or reduction, the Application for Waiver/Reduction of Overhead will be submitted to the Vice-President (Research) for consideration. The Application for Waiver/Reduction of Overhead will only be approved by the Vice-President (Research) in exceptional circumstances.
- 4.6** Applications for Waiver/Reduction of Overhead should be submitted to the Principal Investigator's Dean and the Vice-President (Research) well in advance of any deadlines for the Research Project proposals or applications.

#### Approval

- 4.7** The Principal Investigator will submit a completed Research Project proposal or application, which must include all Direct Costs and the applicable Overhead or an Application for Waiver/Reduction of Overhead approved by the Vice-President (Research) to the Research Services Office, the Calgary Centre for Clinical Research or Med Legal for review and approval.
- 4.8** If the Research Project proposal or application does not include all Direct Costs and the applicable Overhead or an Application for Waiver/Reduction of Overhead approved by the Vice-President (Research) it will not be recommended for approval by the Research Services Office, the Calgary Centre for Clinical Research or Med Legal to the Principal Investigator.
- 4.9** Once approved, the Research Project proposal or application will be:

- a) returned to the Principal Investigator for submission in accordance with the funder’s guidelines; or
- b) submitted by the Research Services Office, the Calgary Centre for Clinical Research or Med Legal, on behalf of the Principal Investigator, with notice of approval and submission provided to the Principal Investigator.

<b>5 Appendices</b>	<a href="#">Appendix A: Application for Waiver/Reduction of Overhead</a>	
<b>6 Parent Policy</b>	<a href="#">Research Overhead Policy</a>	
<b>7 History</b>	April 1, 2005	Effective. Approved on April 22, 2005.
	June 16, 2014	Revised.
	January 1, 2020	Editorial Revision. Updated format and links.
	September 1, 2024	Revised. Rate changes.

## Appendix A: Application for Waiver/Reduction of Overhead

1. Principal Investigator: \_\_\_\_\_
2. Principal Investigator Department: \_\_\_\_\_
3. Research Project Title: \_\_\_\_\_
4. Project/Agreement Number: \_\_\_\_\_
5. Funding Source(s): \_\_\_\_\_
6. % of Overhead required under Research Overhead Procedure: \_\_\_\_\_
7. Proposed Reduced Overhead Rate (if requesting a full waiver, enter nil): \_\_\_\_\_
8. Justification for Waiving/Reducing Overhead:

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\_\_\_\_\_  
Principal Investigator Signature

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Date

**9. Dean Recommendation:**

Note: if recommending waiver/reduction you must set out the exceptional circumstances that justify the waiver/reduction

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\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

**\*\*Note – please include a copy of the Research Agreement, along with the scope of work and budget, with this Form.**

**10. Approval of Vice-President (Research):**

\_\_\_\_\_  
Vice-President (Research) Signature

\_\_\_\_\_  
Date