

Dear Colleagues:

St. Francis Xavier University is calling for applications to the [Canada Research Continuity Emergency Fund](#), under their **Stage 3 Allocation** for funding.

The Canada Research Continuity Emergency Fund (CRCEF) was [announced on May 15, 2020](#), as part of the Government of Canada's COVID-19 Economic Response Plan. This temporary program has been established to help sustain the research enterprise at Canadian universities and health research institutions that have been affected by the COVID-19 pandemic. This call for **Stage 3 funding** is to support **direct costs of research** that have been incurred to:

- Maintain essential research-related commitments during the COVID-19 pandemic
- Support ramping-up to full research activities as physical distancing measures are eased and research activities can resume.

Applications can only support direct costs of research that are extraordinary and incremental to those already covered by existing sources of funds and that have been incurred between **March 15 and November 15, 2020**. These costs can be reimbursed, **at up to 75%**

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. Further information is attached in the ***Stage 3 - Eligibility & Information Document*** attached to this email.

Applications will be accepted until **November 1<sup>st</sup> 2020 (internal deadline)** to the **CRCEF Stage 3 Maintenance and Ramp up Costs**. Applications will be reviewed by an internal committee according to the process established by StFX and [available at this link](#). Applications are to be submitted via the internal STFX [ROMEEO Researcher Portal](#).

To apply please complete the following steps:

- 1 Log in to [ROMEEO](#).
- 2 Choose **Apply New** (upper right of the screen).
- 3 Scroll down to **Faculty Internal Grants & Awards**.
- 4 Choose **CRCEF Stage 3 Maintenance & Ramp up Costs** from the list of application forms available.
- 5 Complete all questions in the **CRCEF Stage 3 Maintenance & Ramp up Costs tab**, and attach required materials in the **Attachments tab**.
- 6 In the **Project Info tab**, put the title **CRCEF Stage 3 Maintenance & Ramp up Costs** (or some other relevant event name) in the **Project Title** box.
- 7 In the **Project Info tab**, put the start and end dates as March 15, 2020 to November 15, 2020 in the required **Date** boxes.
- 8 Submit. (A dialog box will pop up, simply type "OK" in the box and submit).

If you have **not yet** used the ROMEEO Researcher Portal for any purpose, here is some quick advice about logging in for the **first time**:

- If you are a **STFX faculty member whose appointment began January 1 2020** or earlier, you already have an account in the system. Simply enter your STFX email address ([username@stfx.ca](#)) in the username box, and hit "reset password". Follow the instructions to create a password and to log in for the first time. Do not use the register button.

- If you are a **new STFX faculty member whose appointment began after January 1 2020**, you need to create an account first. Hit the “register” button, create your account with password, and log in.

Please contact me or Natasha Neal ([nneal@stfx.ca](mailto:nneal@stfx.ca)) if you have any questions about eligibility or applications.

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## Canada Research Continuity Emergency Fund (CRCEF) Stage 3 Funds - Overview:

The [Canada Research Continuity Emergency Fund \(CRCEF\)](#) was announced on May 15, 2020, as part of the Government of Canada's COVID-19 Economic Response Plan. The temporary program has been established to help sustain the research enterprise at Canadian universities and health research institutions that have been affected by the COVID-19 pandemic. It is expected that the program will help reduce negative impacts of the pandemic and ensure that the benefits of significant investments to date in universities and health research institutions are protected. This will maintain Canada's international competitiveness in the global, knowledge-based economy, and contribute to Canadians' health and social and cultural life, as well as the health of Canada's natural environment.

CRCEF is a tri-agency program and is administered by the Social Sciences and Humanities Research Council (SSHRC) on behalf of the three federal research funding agencies: the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC) and SSHRC.

### Program objectives

To support direct costs of research that have been incurred to:

- Maintain essential research-related commitments during the COVID-19 pandemic
- Support ramping-up to full research activities as physical distancing measures are eased and research activities can resume.

### Eligibility Criteria:

Extraordinary incremental costs incurred for research projects funded by either governmental or non-governmental sources are eligible for Stage 3 support. **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.**

**Only direct costs of research as outlined below are eligible. Expenses for maintenance and ramp-up costs must be incurred between March 15 and November 15, 2020 and are reimbursable up to 75%.**

Stage 3 funding will be awarded to support direct costs associated with maintenance and ramp-up of research activities. Eligible expenses include costs associated with the following categories:

#### a) Maintenance costs:

Costs incurred within the eligible period and associated with maintaining essential research-related activities during the pandemic that are exceptional and incremental to those already covered by existing sources of funds, funded at up to 75%. This includes:

- Animal and specimen care through the crisis period;
- Maintenance of equipment, software, cohorts, datasets, including warranties, licenses and service contracts;
- Technological equipment for remote access to maintain assets; and
- Safety equipment for personnel dedicated to maintenance.

#### b) Ramp-up costs:

Costs incurred within the eligible period and associated with full ramp-up of research activities, as physical distancing measures are eased and research activities can resume. Only costs that are exceptional and incremental to those already covered by existing sources of funds will be supported, at up to 75%. Eligible expenses include those incurred at the project level and associated with:

- Re-organizing the research environment and activities;
- Additional costs to bring the research back to its pre-pandemic level, including experiments or related to the restart of collections and datasets (e.g., population-based, environmental);
- User fees charged by shared platforms to researchers to restart research activities (e.g., animal- care facilities, digital labs);
- 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; and
- Personal protective equipment and related items for research personnel.

**Examples of Ineligible Costs for Stage 3 Funding:**

- Salaries are not an eligible expense as wage support was the focus of Stages 1 and 2.
- Utilities (i.e. internet connection) are not eligible as they are not considered pandemic-related maintenance or ramp-up costs.
- Administrative costs, such as indirect costs, overhead or transaction costs are not eligible expenses of CRCEF and
- Work equipment (i.e. office furniture, including ergonomic equipment, computer and telecommunication equipment) is not eligible.

**Application Information:**

An initial notional allocation for Stage 3 funds was established based on StFX' s proportionate share of total sponsored research income (including both governmental and non-governmental research income). This allocation uses publically available FIUC data from CAUBO and the supplemental data provided by universities and non-affiliated health research institutions. The notional allocation (approximately \$133,000) is the maximum amount StFX can receive at Stage 3 and up to which we can receive a payment based on justification of need and actual eligible costs incurred.

Internally, you may ask for the full amount of the incurred cost/costs that you believe would be eligible for reimbursement via CRCEF Stage 3 funding. Further information on justification, type and copies of the incurred cost receipts/invoices will be asked for in the application. Internal applications will be accepted no later than **November 1<sup>st</sup>** (internal deadline) for the CRCEF Stage 3 Maintenance and Ramp up Costs and will be accepted via the internal STFX [ROMEO Researcher Portal](#).

**Evaluation Criteria:**

As a program requirement, St. Francis Xavier University is committed to implementing an open and transparent process for the internal allocation of Stage 3 funds to their researchers. In particular, for this program, please see the following [Equity, Diversity and Inclusion requirements](#) as outlined on our [website](#).