

## GUIDELINES FOR RPLC - RESEARCH AND EXCHANGES GRANTS

*These guidelines should be considered as a “living document”. They get updated and improved based on the best practices established during the mobility periods.*

1. **The grant covers only incurred costs.** Budget indicated by the applicant in the application form is intended as a tentative one; the total approved amount will represent the maximum eligible costs that will be awarded within the grant. Should real costs be lower, the final grant will correspond only to incurred costs.
2. **Changes in the budget:** grantees, in coordination with the referent faculty member, can propose changes (e.g. move funds from one budget item to another) within the approved budget. R&E Service and RPLC coordinators from BU (ref. Wayne Kelly) will confirm the acceptance of these changes. Changes cannot cause an increase of the approved budget.
3. **All costs should have an invoice in order to be eligible.** Further details in the following points.
4. **The grant can be transferred** to the candidate according to **three alternative options**:
  - a. **University transfer:** The University of origin has an agreement with Brandon University and can cover her/his costs, since BU then transfer the money to that University upon exhibition of an invoice. In this case, except for the flight ticket, no other invoice or receipts is requested by BU on behalf of the grant winner. This option is available only for some Institutions and can require time. Please check with the contact person at your own Institution.
  - b. **Partial upfront payment:** BU anticipates those costs that can be paid directly by BU through an invoice issued directly to BU, such as flight costs, accommodation costs (within a University campus); the remaining expenses are anticipated by the student that afterwards asks for reimbursement (see following option).
  - c. **Reimbursement:** The student covers directly all costs and then asks for reimbursement once per month (sending the related invoices to BU) and/or in the middle of the mobility period (sending the related invoices to BU) and/or at the end of the period (sending all the related invoices to BU). For this procedure, the “reimbursement steps” should be agreed with BU. Further details or exceptions in the following points.
5. The grant or the reimbursements are transferred **via cheque or wire transfer**. Please note that reimbursement for expenses will typically take 2-4 weeks, but it may take longer depending on specific circumstances.
6. **Coverage of incurred costs:** travel costs, such as flight tickets, or rent costs (for accommodation) can be covered directly by Brandon University (BU) as an anticipation of the grant (see Option b. above). This procedure will allow the student not to anticipate all the costs.
7. **Travel insurance costs:** these costs can be classified within “other costs category”, when possible. Many institutions provide students and faculty with travel insurance and participants need to determine first if they have pre-existing coverage. Note that flight cancellation insurance is required when booking flights as part of the RPLC project and can be covered directly by BU through their travel agency (see Option b. above).



8. **Meals costs:** a *per diem* up to a maximum of \$420 per month can be budgeted. No receipt is needed; it will be transferred by BU monthly to the student via wire transfer.
9. **Accommodation costs:** a maximum of \$500 can be claimed for a monthly rent. For shorter periods of stay (up to 7 days), the daily accommodation cost can be max. 100 \$.
10. **Host support student cost:** this cost refers to the support of a student from the hosting institution who is providing support and guidance to the winner of the grant i.e. carrying out interviews or similar activities. This kind of support can be for a maximum of \$2,000. In this case, RPLC can cover directly the cost of the support student by receiving an invoice for the specific amount and transferring the agreed amount to him/her via cheque/wire transfer. For these costs, an appointment letter should be prepared in order to transfer the amount directly to the “support student”.
11. **Reimbursement claims and related invoices must be sent** – via e-mail – to Co-leaders of Research and Exchange Service (Francesca Regoli and Fabio De Menna) for a check on the eligibility criteria according to the guidelines and the approved project proposal. After the approval by R&E team, the reimbursement claims and related invoices can be sent to Brandon University.
12. To balance out fluctuating **exchange rates** from a foreign currency to Canadian dollar (CAD), an update on actual and remaining costs is needed at least one month before the end of the mobility period. This update will be provided by the student and reviewed by the Co-leaders of Research and Exchange Team and the RPLC team at Brandon University. This will allow to check the real costs, according to exchange rate, and to avoid any risk of overpassing the approved budget.
13. **Co-funding:** the candidate is required to submit a short document describing how eventual co-funding budget was spent (e.g. grants from institutions/programmes other than RPLC).

**Updated in April 2018.**