



Office of the Provost & Executive Vice-Principal (Academic)
Bureau du provost et vice-recteur principal aux études

Academic Personnel Office

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TO: Distinguished James McGill Professors (DJMP)
James McGill Professors (JMP)
William Dawson Scholars (WDS)

FROM: Office of the Provost & Executive Vice-President (Academic)

SUBJECT: Research Fund Guidelines and Top-Up Policy

We are advised by Internal Audit to retain each award holder's signed copy of the Research Fund Guidelines associated with the Distinguished James McGill Professor, James McGill Professor and William Dawson Scholar awards. Please sign and return the attached guidelines to avoid any delay in the distribution of the research allocation associated with your award.

As you know, an important privilege of your DJMP/JMP/WDS award is the allocation of an annual stipend to support your research. This annual stipend should be fully deployed within the relevant fiscal year (FY). Make sure to monitor the balance of your research fund and make every effort to spend it on eligible expenses and disbursements, any balance before the end of each fiscal year.

Funds unspent by the end of the fiscal year may not be carried forward save for exceptional circumstances and will require detailed justification before approval.

When you are in the final year of your award, you will have until the following 31 December to spend your balance. Information available [here](#).

Thank you for your cooperation.



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Research Funds Guidelines for McGill Internal Awards

1. The amount and duration of the award are specified in the letter of notification of the award.
2. The research fund associated with the award is to be used exclusively for purposes of research and scholarship. It is not a supplement to the award holder's income.
3. The use of the research fund is subject to all applicable [University policies and regulations](#) on research, especially those related to ethics and conflict of interest.
4. The funding of teaching release time is not an eligible expenditure for award holders who are on leave, regardless of the type of leave.
5. Travel expenses and personal expense reimbursements for the award holder must adhere to the University's [Reimbursement of Travel and Other Expenses Policy](#), and must be approved by the award holder's Department Chair/Director.
6. All software, books, equipment, or other property acquired by the award holder with funds from this award are the property of the University. The award holder is expected to make such acquisitions available to their Department or Faculty insofar as this is compatible with the award holder's research program.
7. Office furniture, [cellular phones](#), [cellular plans](#), [home internet costs](#) are **not** eligible expenditures.
8. The Office of the Provost and Vice-Principal (Academic) monitors expenditure quarterly. If any of the above-mentioned ineligible expenses are charged to an internal award holder's research fund, the award holder will be asked to either provide another fund for these charges or reimburse the University.
9. The awards follow the CRC Program's [Chairs Administration Guide](#) and the [Tri-Agency Financial Administration Guide](#)

NAME (Please print)

SIGNATURE

DATE