

Guidelines New Fund Request Form

The New Fund Request Form is to be used for the following **Non-Research related purposes**.

Please note that individual funds are not normally opened for amounts of revenue or expense less than **\$10,000**. In order to safeguard the University from possible deficits, all new fund requests must include an initial deposit in the amount of \$10,000 minimum.

Overview Descriptions:

1. **Conferences, Events or Seminar:** A Professor/Director/Chair or Dean needs to hold an event at the University and charge registration fees. Requirements: Letter of intent/funding source or cheque(s), Surplus/Deficit Fund - Please refer to infotax.acct@mcgill.ca to assist you in collecting or charging GST/QST.
2. **Donation:** All external donations are vetted by the University Advancement Office; before submitting this form please ensure that you have all the necessary documentation(s) including allocation code(s) and funding.
Requirements: Allocation Code, Funding, Memorandum of Agreement (MOA), Committee on Enrolment and Student Affairs (CESA) approval when specified in the MOA, normally found under the section entitled *Approval and Promotion*.
3. **Consulting/Core-Facility/Research Platform:** A Professor/Director would like to set up a lab or collaborate with other entities outside McGill to generate monies to support this purpose. This is considered a self-financing fund.
Requirements: Letter of intent/funding source or cheques, Surplus/Deficit Fund
4. **Courses:** Given by the University, self-financing, these types of request should always be evaluated by the Student Accounts Office beforehand. This is considered a self-financing fund.
Requirements: "Course Name"
5. **Startup Funds:** Start up monies for new hires (professors) for research activities usually funded from central administration and/or faculty/departmental).
Requirements: Fund title: ie: "Start-up Grant – Prof. xxxxx xxxxxx", Copy of the offer letter
6. **Other:** This is a catch all that does not fit in any of the other categories mentioned above ie: 1A – operating, 1D clearing funds, Trust Funds, etc.
Requirements: FFM/ID along with signature, Start/End Date, Fund title, Budget breakdown, FFO/FBO or FST signature, Dean/Chair Signature, Letter of intent/funding source or cheques, Surplus/Deficit Fund, and agreements letters if applicable.

If a new fund relates to a research grant or contract, involves research collaborations, or pertains to research involving human subjects, animals or the use of biohazard materials, please contact the Office of Sponsored Research at awards.osr@mcgill.ca.

In order to ensure that your request is processed without delays, please ensure the above listed requirements are included along with FFM/ID along with signature, Start/End Date, Fund title, Budget breakdown, FFO/FBO or FST signature, Dean/Chair Signature, Surplus/Deficit Fund, etc. Incomplete forms will be disapproved; you will be notified via email.

How To's:

The process of submitting a new fund request from beginning to end:

1. Complete the [request-new-fund](#) form found on Financial Services website. You must login.
 2. Answer the questions that you will be prompted with.
 3. Complete the form, print and obtain the signatures of the Fund Financial Manager (FFM) or Principal Investigator (PI). FFO or FST along with the Chair/Dean/Director's signature.
 4. The checklist within the New Fund Request form must be completed.
 5. Submit the signed form along with all the supporting documentation to Financial Services via email at fundopening.finserv@mcgill.ca
 6. Once the request is received it is triaged; should any of the requirements listed in the overview descriptions be incorrect and/or missing, the requestor will be advised that the new fund request is disapproved. A new request will be required.
 7. The fund will be opened in banner and notification will be sent to the requestor, FFM (PI), FFO or FST via email.
 - If an FST code should be associated to this new fund, FFOs are responsible to update the FST Admin menu in Minerva, please read document for more information: [FST Jurisdiction.pdf](#)
 8. The fund will be opened within 5-10 business days (exception: Year End).
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Useful Tips:

To ensure timely processing of the new fund request please complete the checklist BEFORE you submit the New Fund request form, please make sure...

- The **correct new fund request form** has been completed.
- The purpose of the new fund request has been fully **described**.
- The form is duly **signed** (three required signatures) by the FFM / PI, FFO or FST, and Chair/Dean/Director.
- **Surplus/Deficit (Guarantee) fund** is indicated within the new fund request form.
- **All pertinent documentations (signed agreement, CESA memo, cheques, etc...) are attached.**
- **Funding has been received/deposited at the University.**
- If the funding source and/or guarantor fund is restricted, prior approval may be required. For example, if requesting to open an unrestricted fund (ex: Startup Fund) and the source of funding is restricted (ex: 2G fund type) approval may be required.

Avoid these common pitfalls that delay the opening of your new fund:

- Original supporting documents are missing.
- Form is not signed by all required parties.
- The surplus/deficit fund was omitted on the form.
- Missing University Advancement allocation code.
- Avoid "*Funds are to be used at the discretion of the Fund Financial Managers*"; all transactions must abide by University policy and guidelines.

Definition of acronyms

Committee on Enrolment and Student Affairs = CESA
Faculty Financial Officer = FFO
Faculty Budget Officer = FBO
Finance Service Team = FST
Fund Financial Manager = FFM
Letter of Intent = LOI
Memorandum of Agreement = MOA
New Fund Request = NFR
Principal Investigator = PI

Frequently Asked Questions: (FAQ's)

Q: Must I submit the “original” new fund request?

A: No, once you have completed and obtained the required signatures, the form can be scanned and emailed directly to fundopening.finserv@mcgill.ca

Q: What type of documentation or backup do I need for Conferences/Events and Seminars?

A: Correspondence with sponsors, such as emails or letters of “intent”, indicating the amount of sponsorship.

Q: Do we charge taxes on registration or on any other fee related to Conferences/Events and Seminars?

A: Yes, please consult our website at [Sales Tax Assessment Matrix on Domestic Conventions \(Conferences, Events and Workshops\)](#) or contact us directly at [Info Tax mailbox](#)

For all other GST/QST/HST tax related questions please consult [Sales Examples by General Rule and Sales Type](#) on our website or contact us directly at [Info Tax mailbox](#)

Q: If the fund goes into a deficit position, does that mean an automatic transfer to the surplus/deficit fund will be done?

A: Over expenditures are not allowed, however, should a deficit occur, Financial Services would contact the FST/FFO for a resolution. It is the responsibility of the Fund Financial Manager to provide a resolution of the situation prior to the close of each fiscal year.

Q: Do you accept electronic or digitally approved new fund requests?

A: Yes, Financial Services is accepting electronic signatures on NFR's

Q: Who can be a Fund Financial Manager (FFM)?

A: Anyone in an academic, researcher or administrative staff responsible and accountable for a McGill fund or grant. For further information, please refer to [Fund Financial Manager Policy](#)

Q: Who can be the Requestor?

A: Anyone that has a valid McGill ID.

Q: Who can be the Person Responsible?

A: The Dean, Chair or Director.

Q: When does a new fund request (NFR) require the approval memo from the Committee on Enrolment and Student Affairs (CESA)?

A: CESA approves on behalf of the Senate all new student awards as well as changes to existing awards. The awards overseen by CESA are primarily focused on academic merit and include: scholarships, graduate fellowships, bursaries, prizes, athletic awards, and medals. However, activity awards, granted primarily to recognize community activity, may also require CESA approval. These awards are not considered official McGill awards until CESA approval is secured. Approval memos are distributed to Faculties/Units by the Secretary of CESA.

In some cases, CESA approval may have been obtained before the gift agreement was signed, in which case your unit would have received CESA's approval memo prior to receiving the copy of the signed gift agreement.

If the student award was created due to a bequest, the CESA memo, along with a copy of the corresponding extract from the Last Will and Testament (provided by the Office of Planned Gifts and Bequests), are the primary documents confirming the donor's intent.

If you are unsure on whether your new award requires CESA approval or not, please contact MOA.dev@mcgill.ca, providing the name of the Award and of the Donor.

Q: What type of Student Awards do not require to provide an approval memo from the Committee on Enrolment and Student Affairs (CESA) with the new fund request (NFR)?

A: Currently, student internships, research bursaries (Faculty of Medicine), SURAs (Science Undergraduate Research Awards), SURE Awards (Summer Undergraduate Research in Engineering awards), travel awards, exchange awards, and some activity awards are considered miscellaneous awards, and do not require CESA approval. Postdoctoral fellows are not enrolled as students, so awards for their benefit are also not approved by CESA.

Q: There are two faculties contributing to a professor's fund. Can we open two funds?

A: No, if the purpose is the same only one fund must be opened.

Q: Can the "acting" Dean or Chair sign as the person responsible?

A: Yes, to avoid delays please attach a copy of "Delegation of Signing Authority".

Q: Can a new fund be opened without any funding, even though we are in possession of a signed Memorandum of Agreement (MOA)?

A: No, money must be received by the University before a new fund can be opened.

Q: Is it the responsibility of the unit to advise the Fundopening team if a new fund is not eligible for delegation for past-payroll adjustments?

A: Yes, it is the responsibility of the Faculty/department/unit to indicate if the fund is not eligible for delegation on past-payroll adjustments within the New Fund Request form. Note that if an active fund is no longer eligible for delegation (for example due to a change in FFM) the Faculty/department/unit must advise the Financial Administrator. In the event nothing is indicated on the NFR form, it will be assumed the fund is eligible for delegation on past-payroll adjustments.

Q: In order to open a fund a minimum deposit of \$10,000.00 is required. Is there a minimum amount to keep a fund open/active?

A: In order to keep a fund open a minimum balance of \$1,000.00 is required.

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