

ACCESS TO RESIDUAL FUNDS FROM NSERC OR SSHRC GRANTS

PROGRAM SPECIFIC GUIDELINES

1. OVERVIEW

Where Western is the lead institute and the NSERC or SSHRC formal grant period ends, Principal Investigators (PI's) are given an automatic one-year extension for the use of any unspent funds to close down/ finish off their research (this is called the terminal year). At the end of the terminal year any funds remaining are retained under the control of Western and are referred to as residual funds.

In special situations, PI's are allowed access to these residual funds to encourage the completion of the research for which the award was originally granted. The grantee must demonstrate that unforeseen circumstances existed, which prevented the project from being completed within the approved time frame and must justify the need for all or some of the funds remaining.

Research Finance will send each grant holder a notification that the terminal year is about to expire and will detail the amount of funds currently available in their account. To request access to residual funds, the researcher must submit an application to Research Development, which can be found on the [Western Research](#) website. **Applications for funds remaining in the SSHRC or NSERC grant account as of the end of March must be submitted by the posted deadline date.** The amount requested cannot exceed the remaining grant balance and use of grant funds will be in conformity with Tri-Agency guidelines.

Please note: *if renewal or extension requests have been submitted to the Tri-Agency, applications to access residual funds would not be due until after a decision has been made by the Tri-Agency.*

2. ELIGIBILITY

A Principal Investigator (PI) must hold an academic appointment with a significant research component at Western University at the time of the application. In order to be named as PI on an internal grant, the applicant must be [eligible to hold a research account](#) at Western. Should the awardee cease to be a faculty member of the University during the tenure of the award, the award will be cancelled and all remaining and recoverable monies returned to the common fund. *A researcher can only apply in their terminal year and must be the PI on the NSERC or SSHRC grant held at Western.*

3. PROJECT TIME PERIOD

Grants will be available for a period of up to 1 year from the starting date, which is April 1 of that year. Upon termination of the award, any unspent balance will revert to the common fund. Extensions may be granted in special circumstances upon written request to RD&S (intgrant@uwo.ca). Extension requests must disclose the assigned research grant number, an explanation to why funds could not be spent within the grant period, a budget justification on how remaining funds would be used, and the length of extension required (1 year maximum).

4. BUDGET

Researchers are expected to follow the [SSHRC](#) or [NSERC guidelines](#) for the use of these funds.

5. QUESTIONS

Internal competitions are administered by Research Development, Room 5150, Support Services Building. (T: 519-661-2111 ext 84500, E-mail: intgrant@uwo.ca).