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Name: Research Grants/Special Projects – General Policy

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Origin: Financial Services
Approved: 1 April 1992
Issuing Authority: Senior Director, Financial Services
Responsibility: Manager, Financial Planning
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Except where the funding agency has an established policy, the University's policies and procedures as outlined in this manual are to be followed. Please refer to the appropriate policy & procedure sections for further information.

It is the responsibility of each Grantee to know and understand the guidelines as outlined by the funding agency. A review of the agency guidebook or terms of the contract will indicate any such guidelines.

If using grant funds for student assistance, the grant holder will be responsible for funding all mandatory employer contributions to Canada Pension Plan (CPP) and Employment Insurance (EI). This cost totals approximately 8% of the amount charged to salary. All necessary payroll forms may be accessed online through the [Human Resources](http://smu-web5.smu.ca/pages/financial-services/internal-forms.php) website (<http://smu-web5.smu.ca/pages/financial-services/internal-forms.php>).