

Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 3	Number 037-RSJ-H
Policy Title Budget Control		Date 01 September 2014	
Supersedes New policy	Cross Reference 006-RSJ-H	Issuing Authority RSJ-H Scientific Director	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: RSJ-H Scientific Director

1.0. INTRODUCTION

Research St. Joseph's - Hamilton (RSJ-H) has a number of on-going research studies sponsored by Institutes, industry sponsored research service contracts and federal and provincial grants. The value of these grants and awards has grown considerably in recent years and is expected to continue to grow.

The responsibility for effective management of the budgets for these research funds is shared by the research investigators, Chairs of academic departments, Directors of Institutes, and is monitored by the RSJ-H Scientific Director. All research accounts are subject to both internal and external audit.

2.0 BUDGET STRUCTURE AND CONTROL

Research Administration is responsible for the oversight of the management and administration of research budgets for grants and contracts held at RSJ-H. For grants and contracts held at McMaster University, the *McMaster Budget Control Policy – Research Accounts* will be adhered to.

3.0 GRANTS AND CONTRACTS

3.1 Grants

The budgets for research grants are determined in accordance with the terms of agreement contained within the contracts and agreements held with the granting sponsors.

RSJ-H acts as a trustee and is responsible for ensuring that the funds are expended for the purposes intended as stated in the agreement. Accounting systems are in place to ensure that proper accounting practices are followed and proper financial data is maintained for reporting purposes.

3.2 Contracts

In the case of research and/or service contracts, Research St. Joseph's - Hamilton serves as the principal and the research investigator acts in a supervisory role conducting the research as per agreement.

Please refer to policy 006-RSJ-H *Joint Policy on Intellectual Property* regarding intellectual property and technology transfer.

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As funding is limited by time and budgetary constraints, it is imperative that researchers monitor their expenditures and evaluate the financial progress of the research conducted in relation to the study budget. Researchers shall be responsible for the following:

- a) Budgeting in advance to ensure deficits are not incurred, and;
- b) If external funding of a research program is discontinued, to propose a plan whereby any outstanding financial commitments can be covered.

Research Administration and Researchers are responsible to work together to:

- a) Review contracts and agreements with research funding sponsors;
- b) To discuss and plan budgets;
- c) To approve in advance commitments to funding in regard to staffing;
- d) To ensure compliance as per funding source agreement;
- e) To ensure research accounts are not over committed and deficits are kept to a minimum;
- f) To structure accounts, monitor and provide monthly reporting to evaluate financial activity and required reporting to fund source.

4.0 SENIOR OFFICERS

The office of the RSJ-H Scientific Director is responsible for ensuring:

- a) That research accounts are being monitored and ensuring there is appropriate consultation with grantees, Chairs and Directors of Institutes when deficits seem likely to develop.

The office of the RSJ-H Scientific Director has the authority to:

- a) Implement a plan to reduce expenditures and cover deficits. Actions available to the office of the RSJ-H Scientific Director include staff termination, redistribution of funds from other accounts and withholding authorization of new staff approvals and purchases for budget control and compliance.
- b) Allow an investigator to overdraw a research grant account under special circumstances. For such cases, it is a requirement that a grantee prepare for consideration and approval, a budget endorsed by his or her Research Program Lead or Director of Research Institute that details how the overdrawn expenditures will be covered from other sources.

5.0 RESEARCH ST. JOSEPH'S - HAMILTON / MCMASTER UNIVERSITY RESEARCH INSTITUTES AND FACILITIES

Institutes, Centres and facilities may have their own technical and support staff, equipment facilities, research space and operating budgets – although ultimately all items purchased using an account held by RSJ-H remains the property of RSJ-H for taxation purposes. These budgets may involve a mix of direct research grants and research and/or service contracts from external sponsors, and/or service fees from researchers' research accounts. On occasion, these funds may be supplemented by funds from Research Administration through funding support provided by the St. Joseph's Healthcare Foundation. The directors are responsible for:

- a) Preparation of an annual report in consultation with investigators for presentation to the RSJ-H Scientific Director, who will report to the Hamilton Joint Boards of Governors through the RSJ-H Board of Directors;
- b) Ensuring the use of funds is in accordance with existing budget control policy;
- c) Budget control to ensure that the initial approved budget involving all sources of funds is not exceeded;
- d) Structuring and monitoring facility accounts to facilitate the comprehensive reporting of activities (expenditures, internal and/or external income and funding sources) and compliance with government legislation, e.g. Goods and Service Tax.

The RSJ-H Scientific Director is responsible for ensuring fiscal budget control is in place in these Centres.

6.0 CENTRES OF EXCELLENCE

The contracts between the federal and provincial governments and the Centres lay down similar requirements concerning the control of budgets, and Research St. Joseph's - Hamilton is committed to adhering strictly to these regulations.