

RESEARCH OPPORTUNITY FUND EXPENSES GUIDELINES

College Policies regarding Eligible Expenses

Research funded through the ROF is subject to:

- College [policies](#),
- [College Intellectual Property policy](#),
- [Finance and Purchasing](#), and
- If needed, Niagara College Research Ethics Board approval, when dealing with [human subjects in research](#).

Eligible Expenses

Expenses need to be directly related to the conduct of the research project. Examples of eligible expenses include, but are not limited to:

- Faculty Release for full time (FT) faculty
 - These are backfill costs to cover the cost of part-time faculty hired to teach the course full-time faculty is released from. This is forecasted at \$9,000 per release.
- Student Research Assistants
 - Students can work up to 20 hours per week during the school term and 35 hours per week during breaks.
 - Each student is required to complete 10-15 hours of mandatory training at the start of their employment.
 - Student salaries include an estimated 17% for benefits. The student hourly wage for research assistants is \$18.00.
- Incremental costs for additional hours for administrative & support staff (to be confirmed with HR)
- Materials & Supplies
 - Consumables for prototype development & testing
 - Minor capital equipment (less than \$5K). This is for small pieces of equipment needed to complete the research project. To be housed with the academic department upon project completion.
 - Resource materials
 - Specialized software that is not available through ITS.
- Travel required as part of the project work.
 - Supply pick-up, travel to off-site project location, meetings with collaborators.
- Participant recruitment & remuneration for research participants. Note, prior approval from the Research Ethics Board is required.
- Outreach Costs for the purpose of promoting research results.
 - Conference attendance to present results. Conference attendance needs to be pre-approved by the ROF committee.
 - Travel related to approved conference.
 - Poster development/printing fees

- Outside Expertise
 - Fabrication shop, Lab analysis, etc.

Ineligible Expenses

The following are examples of items that are not appropriate use of funds:

- Capital costs
- Professional Development costs (training courses etc.)
- Payment of full-time faculty salary
- Overhead costs
- Payments to the applicant, the co-applicants, relatives of an applicant, or any existing Niagara employee (reference the NC COI policy)
- Project partners

The committee will consider, on a case-by-case basis (dependent on funding available):

- legal, trademark, or patent costs
- Publication costs related to research report or white paper
- Costs related to accessing specialized repositories for uploading results

For more information related to eligible/ineligible costs, please contact [Rachel Brown](#), Manager, Finance, Operations & Compliance, with Research & Innovation.