Grants Orientation for Awards Recipients

Shortly after receiving your internal grant award letter, your project will be assigned a "Project ID" in PeopleSoft. This ID number will be sent to you by email from the Office of Research Services. Once you have received your project's ID number, you will be able to begin spending against this grant.

If at any point you wish to view your project's current budget, you will use this ID number. A guide for how to view your project's budget in PeopleSoft will be provided to you.

Dissemination Grants

The funds awarded are to fund your proposal within your dissemination grant application. Please keep all original receipts/travel documentation related to your dissemination activities. You will be required to complete an expense claim within PeopleSoft to reconcile for all expenses incurred. If you require assistance with creating/submitting a PeopleSoft expense report, please contact your Faculty administration for assistance.

Project Grants

The funds awarded are to fund your proposal within your project grant application. Please keep all original receipts/invoices related to your project activities. You will be required to complete an expense claim within PeopleSoft to reconcile for all expenses incurred. If you require assistance with creating/submitting a PeopleSoft expense report, please contact your Faculty administration for assistance.

If you wish to hire a Research Assistant, please contact Bryce Wicks in the Office of Research Services for further instructions on this process.

Travel authorization from your department must be completed prior to any travel related activities for your grant. The travel authorization form can be found in MacEwan University's Forms Cabinet. Current per diem allowances for travel are $70 within Canada, $90 within USA, and $95 for International-Other (these daily rates break down into amounts for breakfast, lunch, dinner, and incidentals). Appropriate per diem amounts will be claimed for partial days of travel.

When entering an expense claim, allow two to four weeks for expenses to post to project accounts.

Researchers are responsible for monitoring their project budgets. Project costs exceeding the amount of the grant will not reimbursed. Alcohol will not be reimbursed for any activities for your research grant. Residual funds are to be returned to the grant pool for re-allocation and cannot be used for other research activities outside the scope of the original application.

A final report is due within 30 days of your dissemination activity or project completion. You will only be eligible to receive additional internal grants if previous final reports have been received.

If you have any questions regarding the administration of your grant, please contact Bryce Wicks in the Office of Research Services by email at wicksb2@macewan.ca.