Canada Research Continuity Emergency Fund

### Stage Three Funding Internal Allocation Committee

**TERMS OF REFERENCE**

# PURPOSE:

The Government of Canada’s COVID-19 Economic Response Plan includes the Canada Research Continuity Emergency Fund (CRCEF) program. The temporary program has been established to help sustain the research enterprise at Canadian universities and health research institutions that have been affected by the COVID-19 pandemic. The program is intended to help reduce negative impacts of the pandemic and ensure that the benefits of significant investments to date in universities and health research institutions are protected.

The CRCEF program has four stages:

**Stages 1 and 2** were focused exclusively on wage support for research personnel whose salaries were adversely affected by COVID-19 and who are paid in part or in whole by non-governmental sources for March 15 to August 29, 2020.

**Stage 3** is for direct costs associated with maintenance and ramp-up of research activities between March 15, 2020 and November 15, 2020

**Stage 4** extends the eligible period for Stages 1 and 2 from 12 weeks to 24 weeks within the same timeframe of March 15 to August 29, 2020.

# ACCOUNTABILITY:

Vice President, Research

Vice President, Finance

# RESPONSIBILITIES:

1. To oversee the internal allocation of Stage 3 CRCEF funds using an open and transparent process. Baycrest’s notional Stage 3 funding is $101,687.00.
2. To post an open call for Principal Investigators and Scientific Directors of shared research facilities to apply for CRCEF Stage 3 funding.
3. The open call will be posted on Baycrest’s website ([www.baycrest.org](http://www.baycrest.org)), and communicated by email to all eligible staff. The open call will include eligibility criteria, application information and the evaluation criteria for the internal allocation of the funds.
4. To ensure that the internal allocation process is keeping with the CRCEF eligible expenses guidelines and equity, diversity and inclusion requirements underpin the internal allocation process.
5. To incorporate guidelines to limit the negative impact of unconscious bias and systemic barriers for both wage supports and maintenance / ramp-up costs, including cases where the need exceeds the notional funds provided.
6. To document the safeguards to ensure that decisions are not negatively affected by a researcher’s inability to work during the pandemic due to child/family care or increased risk related to exposure to COVID-19.
7. To ensure that decision-making values research that is non-traditional or unconventional, based on indigenous ways of knowing, outside the mainstream of the discipline, or focused on issues of gender, race or minority status.
8. To ensure that all eligible expenses meet the [Stage 3 eligible expenses criteria](https://www.sshrc-crsh.gc.ca/funding-financement/crcef-fucrc/faq/ramp-up_costs-couts_de_reprise-eng.aspx?wbdisable=true#eligibility-admissibilite) and are properly documented for monitoring, reporting and auditing purposes. (While documentation kept on file is for 100% of the eligible expense, funding requested to the CRCEF program is for a maximum of 75% of the eligible expense).

**Stage 3 Eligible Expenses Criteria**

Click on the link below to access the eligibility criteria for stage 3 expenses

**https://www.sshrc-crsh.gc.ca/funding-financement/crcef-fucrc/faq/ramp-up\_costs-couts\_de\_reprise-eng.aspx?wbdisable=true**

# MEMBERSHIP:

Co-chairs – Vice President, Research and Vice President, Finance

Director, Research Operations (EDI Officer)

Director, Rotman Research Institute Finance

Director, Research, Innovation, and Translation

Director, Scientific and Academic Affairs

Associate Director, Scientific and Academic Affairs

In accordance with the CRCEF **Public accountability, transparency, and equity, diversity and inclusion** this committee, which is responsible for making decisions on how the funds will be used, is made up of individuals who are normally part of the Institution’s governance structure. The committee has representation from individuals from equity-seeking groups, such as women, racialized minorities, Indigenous peoples, persons with disabilities and persons from LGBTQ2+ communities. All of the committee members have received unconscious bias training.

**Membership Term:**

November 2020 to March 31, 2021

# FREQUENCY OF MEETINGS:

With sufficient frequency to achieve the outcome of the distribution of Stage 3 funding and the allocation of Stage 4 funding