



## Senate

Policy Name	Expiration and Return of Grant Funds Policy
Policy Number	CRP 2025 01 [CRP.POL.008]
Origin	Committee on Research and Publications
Authority	Senate
Date of Original Approval	
Supersedes	n/a
Senate Approval Dates	2025 01 31
Effective from	2025 01 31
Review/Retirement Date	January 2030
Responsibility for Revision	Chair, Committee on Research and Publications
Responsibility for Implementation	Associate Vice-President Research

### 1. Purpose

Mount Saint Vincent University (MSVU) and the Committee on Research and Publications (CRP) have a duty to ensure that internal grant funding is available and applied consistently. With finite resources available it is important that awarded grants are utilized in a timely manner. Grants that are awarded and not used result in a continual deferring of essential sources of funding, greatly reducing the ability to fund research and scholarly activities for new applicants.

### 2. Scope

This policy applies to all internal research grants under the auspices of MSVU as adjudicated by the CRP.

### 3. Definition

For the purposes of this policy:

**Award period** is defined as the period of time the grant is active, ending with the expiration date as provided in the Notification of Award Letter.

**Internal grant set-up period** is defined as the 30-day period commencing from the first day following receipt of the Notification of Award Letter.

#### 4. Responsibilities

The CRP is responsible for providing timely adjudication and award of internal grants, and applicants will be notified of their application status by the Research Office. If the CRP is unable to provide timely adjudication, applications will be notified as early as possible by the Research Office and provided a timeline for adjudication. Such delays will not impact the timeline for grant funds expiration.

The Research Office is responsible for providing, through the Notification of Award Letter and/or public-facing documents on the Research Office Website, the instructions and documents required by awardees for the Internal grant set-up.

Researchers are responsible for ensuring that all Internal grant set-up documents are submitted within the **internal grant set-up period**, and are responsible for ensuring that grant funds are utilized during the **award period**, as outlined in their application timeline and budget.

The Research Office will provide, in writing, a letter regarding the return of funds to researchers who fail to meet the requirements as outlined in this policy.

#### 5. Application

Researchers who do not submit the required documents to the Research Office to initiate their award during the **internal grant set-up period** may be required to return their award funds.

Researchers who initiate their grant within the **internal grant set-up period** but do not utilize any of the award funds during the **award period** may be required to return their award funds.

Researchers who initiate their grant within the **internal grant set-up period** and utilize some, but not all, of the award funds during the **award period** are expected to return any unspent funds (see also [Purpose and Envelopes of Funding](#)).

Internal grants must be spent within the timeframe specified on the award, the **award period**. Extensions requests may be submitted up to 60 days prior to the grant's award period end date and no later than 30 days after receipt of the grant expiration notice by submitting the Internal Grant Extension Form to the Associate Vice-President Research at [research@MSVU.ca](mailto:research@MSVU.ca).

Researchers who have had their award funds returned are eligible to reapply in the following year.

**6. Related Documents:**

[Internal Grant Extension Request Form](#)

**7. List of URLs for links included in this policy:**

- CRP.SOP.003 Purpose and Envelopes of Funding: [https://www.msvu.ca/wp-content/uploads/2011/07/CRP.SOP\\_.003-Funding-purpose-envelopes-June-20231-Final-1.pdf](https://www.msvu.ca/wp-content/uploads/2011/07/CRP.SOP_.003-Funding-purpose-envelopes-June-20231-Final-1.pdf)
- Internal Grant Request Form: <https://www.msvu.ca/wp-content/uploads/2019/01/Internal-Research-Extension-Request-Form.pdf>