



ONTARIO-JIANGSU INDUSTRIAL RESEARCH AND DEVELOPMENT PROGRAM (OJIRDP)

Eligible Use of Funds (Cash and In-kind):

Eligible expenses include costs and activities directly related to achieving the objectives for which the OCE funding was granted. All procurement activities must conform to [Broader Public Sector Accountability Act \(BPSAA\)](#).

In-kind Contributions:

In-kind contributions are auditable and essential in carrying-out the project and must be thoroughly documented and justified. In-kind contributions may be cash equivalent goods and/or services, which represent an incremental expense that a project partner would not normally incur, and would have to be purchased using project funds, if not donated. In-kind contributions may include the applicant and/or project partner's personnel time (providing direction, and participating in the project), services, access to special equipment, and supplies required to execute the project. Personnel time cannot exceed \$100 per hour, to a maximum of \$5,000 per month.

Eligible Expenses:

Actual costs directly attributable to and necessary for the completion of the project, and are not wholly or partially for networking and exploratory activities or another purpose. Eligible expenses are one-time costs directly attributable to implementation of the project; these must be actual cash outlays, documented through invoices, receipts, or records, and are subject to verification by an independent auditor. Evidence of payment must be maintained for audit purposes. Costs incurred outside Ontario are ineligible unless otherwise approved by OCE.

Retroactive Expenses:

OCE will acknowledge expenses after the approval date. In cases where an application is not approved and activated, expenses are incurred at the risk of the applicant.

Institutional Overhead:

This is an ineligible project expense and should not be included in the project budget. For applications from post-secondary institutions only, the overhead that is to be attributed as part of the OCE contribution will be calculated directly by OCE and paid annually to Ontario post-secondary institutions, at a rate of 20 per cent x direct costs of OCE-funded research.

Capital Costs:

Capital items (fixed assets) include equipment, testing tools, and instruments that have residual values as determined by Generally Accepted Accounting Principles (GAAP) at the end of the funding period. The eligible expense items allowed by OCE are the cost of utilization/depreciation of capital item (fixed assets) specifically required for the delivery of the eligible project. The prorated cost should be entered under "Operating Expenses" along with the justification.

Notes:

GAAP is a collection of commonly-followed accounting rules and standards for financial reporting. The purpose of GAAP is to ensure that financial reporting is transparent and consistent from one organization to another.

Residual Value of an asset, the estimated amount that it will be worth at the end of funding period.

Depreciation is the systematic reduction in the recorded cost of a fixed asset.

Travel outside of the province of Ontario requires a request for pre-approval from OCE which will include justification.



TRAVEL AND LIVING:

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> ✓ Registration fees and travel and accommodation costs incurred and reimbursed in accordance with the Government of Ontario's Travel, Meal and Hospitality Expenses Directive (except meals) ✓ Travel expenses are explicitly project-related, represent the most economical option (economy fare, and standard hotel room), and must occur in Ontario ✓ Travel outside the province of Ontario – subject to OCE approval 	<ul style="list-style-type: none"> ✗ Commuting costs between residence and place of employment ✗ Passport and immigration fees ✗ Reimbursement for airfare purchased with personal frequent flyer points programs ✗ Meals and incidental expenses ✗ Commuting costs between residence and place of employment ✗ Passport and immigration fees

SALARIES AND BENEFITS:

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> ✓ Incremental salary and benefits for technicians, support staff, post-doctoral fellows, research assistants and students involved exclusively in eligible project activities, to a maximum of \$100 per hour, \$5,000 per month <p>Additional Limits & Conditions:</p> <ul style="list-style-type: none"> ✓ Salaries and benefits must only be claimed in proportion to the amount of time spent working directly on Project activities ✓ The institution or company shall be required to maintain timesheets or appropriate records for all employees working directly on the project 	<ul style="list-style-type: none"> ✗ Costs related to proposal development (including staff) ✗ Wages and benefits of faculty, adjunct or visiting professors (with the exception of college faculty release) ✗ Salaries and benefits for Principal Investigators (PI) ✗ Administrative (or management) charges and fees (with the exception of colleges) ✗ Release time allowance for individuals with salaried academic research appointment



OPERATING EXPENSES:

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> ✓ Research materials, licence fees, publication, workshop costs, supplies, and services directly related to the project (with value to the project pro-rated) ✓ Cost of usage of research equipment, software, computers and communication equipment (up to maximum 20% of the project cost pro-rated in accordance to value to the project) ✓ Materials used for prototypes; configuring, testing production processes, systems, and training employees ✓ <u>Lab analyses and related services</u> ✓ Sub-contractor and consultant fees if approved by OCE management prior to the start of the project and if procured in accordance with the BPSAA Procurement Directive ✓ Costs of developing web-based information, including website maintenance fees ✓ Cost involved in providing personnel with training and/or development in novel techniques required for the project for their role(s) ✓ Rent/lease costs paid on directly related project occupied space ✓ Costs associated with the dissemination of findings i.e., through traditional venues as well as videos ✓ Translation costs associated with dissemination of project information 	<ul style="list-style-type: none"> ✗ Expenses of a personal nature ✗ Costs not directly associated with meeting the deliverables and milestones as specified in the funding agreement with OCE ✗ Standard monthly connection or rental costs of telephones or mobile devices ✗ Costs related to staff awards and recognition ✗ Monthly parking fees ✗ Costs of moving ✗ Meals and entertainment expenses, gifts and alcoholic beverages ✗ Expenses associated with lobbying or government relations activities ✗ Tax expenses (including but not limited to sales taxes, tax filing, income taxes) ✗ Cost of basic utility services ✗ Interest charges ✗ Allowance for interest on invested capital, bonds, debentures, bank or other loans together with related bond discounts and finance charges ✗ Tangible capital costs such as, but not limited to, land, buildings, vehicles, equipment ✗ Cost of clinical trials ✗ Infrastructure costs ✗ Opportunity costs ✗ Amortization of unrealized appreciation of assets ✗ Losses on investments, bad debts and related collection expenses ✗ Losses on other projects or contracts ✗ Fines and penalties ✗ Intellectual property protection costs ✗ Depreciation of assets

