Memo

To: Researchers Holding NSERC and SSHRC Cost Centres
From: Ananya Mukherjee-Reed, Associate Vice-President Research
        Walter Tholen, Associate Vice-President Research
Date: February 9, 2015
Subject: Access to Unspent Funds in NSERC and SSHRC Cost Centres

Holders of common NSERC Grants (Discovery, RTI, CRD Projects, CREATE, etc.) and
common SSHRC Grants (SRG/IG, PDG, Connections, etc.) have traditionally been granted
continued access to unspent funds at the end of their grant term (with a possible one-year
extension provided by the agency, where applicable). York wishes to continue to work with
researchers to ensure that grant funds are spent within the period granted by SSHRC or
NSERC and encourages spending of funds according to the plan originally proposed in the
grant application.

Researchers will continue to have access to the full balance of the grant prior to the agency's
termination date of the grant, which is the original end date of the grant possibly extended by
up to one year by the granting agency. At the termination date of the grant, and upon request
by the grant holder, York will permit continued access to 90% of the remaining balance during
the next year, with a further annual reduction by 10% to unspent balances in NSERC Grants
and SSHRC Grants in the following years. As in the past, York will continue to deposit any
retained balances in the General Research Fund, to be used by the University according to
tri-council policies.

AVPs Research may grant an exception to this practice in the event of a career interruption
or extenuating circumstances.

For more information, or to determine if a specific grant is eligible for continued access to
unspent funds, or to request continued access to unspent funds for cost centres with end
dates as at March 31, 2015 or prior, please contact Sophia Mitchell Hutson, Supervisor,
Grants Administration, Research Accounting (sophcol@yorku.ca, x 33457). All requests for
continued access to unspent funds must be made at least one month before the end date but
no later than March 1, 2015.

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