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## Funded Project Budget Reallocation and No Cost Extension Policy

### 1. Purpose

In the course of carrying out GlycoNet research projects, funded Network Investigators occasionally need to reallocate funds from one budget category to another (e.g., consumables to personnel) to maximize their ability to meet project objectives. Such situations arise, for example, where there are delays in hiring or when in the course of a project new, potentially more promising, avenues of investigation are identified. In addition, at the end of a fiscal year, funds occasionally remain that, if an extension to their use was granted, the achievement of project goals would be facilitated. This policy provides mechanisms for budget reallocations within a Network Investigator's project funding and for a no cost extension of that funding.

### 2. Scope

This policy applies to all funding issued to GlycoNet Network Investigators through a Notice of Award (NOA).

### 3. Policy

#### 3.1 Guidelines (Budget Reallocations)

- Movement of funds between the categories of personnel, consumables and services can be requested.
- Movement of funds from travel to personnel, consumables or service categories can be requested.
- Movement of funds into travel cannot be requested.
- Movement of funds into equipment purchases or laboratory renovation cannot be requested.

#### 3.2 Guidelines (No Cost Extensions)

- No cost extensions for funding for up to four (4) months can be requested.
- No cost extensions cannot extend past the end of the current Network funding period (i.e. the first, second or third cycle end date).

### 4. Procedures

#### 4.1 Submitting Requests (Budget Reallocations)

- Requests from funded Network Investigators for budget reallocations should contain:
  - The amount of funding to be reallocated and involved budget categories.
  - A statement on how the requested reallocation will facilitate project goals, including the impact on specific milestones.
- Requests should be submitted by email to the Network Chief Executive Officer.
- An investigator can submit only one budget reallocation request annually for each funded project.
- Requests must be received within nine (9) months of the issuance of the NOA.

#### 4.2 Submitting Requests (No Cost Extensions)

- Requests from funded Network Investigators for a no-cost extension should contain:
  - The amount of funding remaining in the account.
  - A statement as to the reason for the remaining funding.
  - A statement on how the extension of funding will facilitate project goals, including the impact on specific milestones.

- Requests should be submitted by email to the Network Chief Executive Officer.
- An investigator can submit only one no cost extension request annually for each funded project.

#### **4.3 Approval Processes (Budget Reallocations)**

- Requests of \$10,000 or <20% of the amount of the NOA, whichever is less, will be considered and then approved or denied by the Chief Executive Officer in consultation with the Scientific Director.
- Requests in excess of \$10,000 or >20% of the amount of the NOA, whichever is less, will be brought to the Research Management Committee (RMC) for consideration and then approval or denial.
- If deemed appropriate, the Chief Executive Officer and Scientific Director reserve the right to bring requests below \$10,000 or >15% of the value of the NOA, whichever is less, to the RMC for action.

#### **4.4 Approval Processes (No Cost Extensions)**

- Requests of \$10,000 or <25% of the amount of the NOA, whichever is less, will be considered and then approved or denied by the Chief Executive Officer in consultation with the Scientific Director.
- Requests in excess of \$10,000 or >25% of the amount of the NOA, whichever is less, will be brought to the RMC for consideration and then approval or denial.

#### **4.5 Reporting**

- The Scientific Director will report to the RMC and to the Board of Directors a summary of actions taken by GlycoNet management under this policy.

## **5. Monitoring**

The Research Management Committee will review this policy annually and will report to the Board of Directors including any recommendations for changes or revisions, for consideration by the Board at the meeting preceding the Annual General Meeting.

## **6. History**

- Approved by the Board of Directors on May 16, 2016.