

HOW TO CLAIM AGAINST A RESEARCH GRANT—KILLAM POSTDOCTORAL FELLOW

Your KPDF Research Grant has been set up for a period of two years. Please note that the closure date on the Account Description coincides with the end of your fellowship and no expenses after that date will be permitted. On the last day of the closure date month, the account will be closed and any remaining funds will be returned to the general fund.

The KPDF Research Grant Account Description quotes the number of the account which has been set up for you and the account lines which have been approved for expenditures. Please ensure that you use your account number and appropriate account lines when claiming expenses.

To be reimbursed for the expenses approved under the grant, you must complete a Cheque Requisition Form and/or Travel Expense Claim Form. These forms should be available in your departmental/school office. You may claim reimbursement as the monies are expended. (Please note that the Travel Claim form states that a request for reimbursement should be made within 30 days of the expenses being incurred.) The completed form(s) with appropriate original receipts must be signed by your supervisor and submitted to Financial Services.

To provide payment for Research Support approved under the grant, the method of payment will be as follows:

1. If the service provider is a Dalhousie employee, the person must be paid through Personnel Services (Payroll) on an Exception Payment form authorized by your supervisor. This form should be available in your department/school.
2. If the service provider is not a Dalhousie employee, the person must be paid using a cheque requisition for "Services Rendered". The person's Social Insurance Number and home mailing address must be included on the form where indicated.

If you have questions about claiming expenses, please discuss them with your supervisor or contact the Killam Administrator, Faculty of Graduate Studies, at 494-6246.