

## Research Allowance Guidelines

An annual **research allowance** is made available to applicable Heart and Stroke Foundation (HSF) award recipients. The total annual amount of the allowance can be claimed each fiscal year the award is held (typically July 1 to June 30). This allowance is made available for travel to conferences and other academic meetings, research equipment, materials and supplies, relocation to and from the laboratory (where applicable) and other costs directly related to research.

These funds should not be used to supplement the award recipient's salary or for general institutional overhead costs. The research allowance is administered by HSF. Items purchased become the property of the institution.

## Research Allowance Advances

**To request a research allowance advance**, the following documentation must be sent to HSF in advance of the requested purchase:

- Signed and completed [Research Allowance Request form](#);
- Description of the research related costs.

Original receipts, invoices etc. for all applicable expenses incurred must be retained and submitted to HSF.

In the event that the Foundation does not receive all of the receipts, or the receipts total less than the amount of the advance, the claimant must reimburse the difference to the Foundation. Additional requests will not be processed until this amount is received by HSF.

## Research Allowance Reimbursement

**To request a research allowance reimbursement**, the following documentation must be sent to HSF:

- Signed and completed [Research Allowance Request form](#);
- Signed and completed [Expense Claim form](#); and
- Original receipts, boarding passes, invoices, etc. for all applicable expenses incurred. Ensure that all **original** receipts are attached to the Expense Claim form.

All submitted receipts must be originals - photocopies will not be accepted. Receipts are required for all expenses. Expenses which are not accompanied by a receipt will not be reimbursed.

Both the Research Allowance Request form and the Expense Claim form must be signed by the awardee and the supervisor/mentor.

## Information on Expenses

### Research-related expenses include the following:

- computers, tablets, modems, and other hardware and/or specialized software required for research not normally provided by the institution, and with adequate justification;
- laboratory supplies necessary for research, such as chemicals and stains, glassware, pipettes, protective wear;
- research-related travel; such as relocation to and from the laboratory, as well as travel to scientific meetings;
- publication costs including open access publishing.

The research allowance cannot be used to increase stipend, for course fees, hospitality or entertainment expenses. If you are unsure about whether or not your purchase falls into one of these categories, please do not hesitate to contact HSF for more information.

For information on travel-related expenses, please refer to the [Travel Allowance Guidelines](#).

Should the annual research allowance not be claimed in a given year, the residual funds will be carried over for use in the remaining year(s) of the award. Research allowance funds from future fiscal years cannot be requested in advance; these funds will become available each year (where applicable) at the anniversary of the applicant's start date.

## Contact Information

Should you have any questions regarding travel advances or reimbursements, please contact us by email at [research@hsf.ca](mailto:research@hsf.ca) or by phone at (613) 569-4361 ext. 260.