

## VOUCHER FOR E-BUSINESS (VEB)

### 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 awarded. 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 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.

### 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 expense unless otherwise stated.

### 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 pre-approval from OCE by way of a formal request including a justification.**

## TRAVEL AND LIVING:

Eligible Expenses	Ineligible Expenses
<p>✓ Travel expenses are explicitly project-related, represent the most economical options and must occur in Ontario</p>	<ul style="list-style-type: none"> <li>✗ Commuting costs between residence and place of employment</li> <li>✗ Travel outside the province of Ontario</li> <li>✗ Passport and immigration fees</li> <li>✗ Reimbursement for airfare purchased with personal frequent flyer points programs</li> <li>✗ Food and accommodation</li> </ul>

**SALARIES AND BENEFITS:**

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> <li>✓ Salaries and benefits for technicians, support staff, post-doctoral fellows, research assistants and students involved exclusively in eligible project activities at publicly funded post-secondary institution</li> <li>✓ Replacement costs associated with faculty release to enable college faculty to conduct research projects (up to \$9,000 per course load reduction, per semester, per faculty)</li> <li>✓ Cost of part time faculty hired to support applied research project, should not exceed \$9,000 per semester (detailed justification to be provided for hiring part time faculty)</li> </ul> <p><b>Additional Limits &amp; Conditions:</b></p> <ul style="list-style-type: none"> <li>✓ Salaries and benefits must only be claimed in proportion to the amount of time spent working directly on the project</li> <li>✓ The institution and applicant’s organization are required to maintain timesheets or appropriate records for all employees working directly on the project</li> <li>✓ Direct Project management (i.e. dedicated project management resource) expenses up to 10% of OCE contribution</li> </ul>	<ul style="list-style-type: none"> <li>✗ Wages and benefits of faculty, adjunct or visiting professors (with the exception of college faculty release)</li> <li>✗ Salaries and benefits for Principal Investigators (PI)</li> <li>✗ Release time allowance for individuals with salaried academic research appointment</li> </ul>

### OPERATING EXPENSES:

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> <li>✓ Research materials, licence fees, publication, workshop costs, supplies, and services directly related to the project (with value to the project pro-rated)</li> <li>✓ Research equipment purchase as determined by OCE, on a case-by-case basis, (up to a maximum of 20% of the OCE contribution)</li> <li>✓ Lab analyses and related services</li> <li>✓ 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 <a href="#">Procurement Directive</a></li> <li>✓ Costs associated with the dissemination of findings i.e., through traditional venues as well as videos</li> <li>✓ Translation costs associated with dissemination of project information</li> </ul>	<ul style="list-style-type: none"> <li>✗ Expenses of a personal nature</li> <li>✗ Costs not directly associated with meeting the deliverables and milestones as specified in the funding agreement with OCE</li> <li>✗ Standard monthly connection or rental costs of telephones</li> <li>✗ Tax expenses</li> <li>✗ Fines and penalties</li> <li>✗ Infrastructure costs</li> <li>✗ Intellectual property protection costs</li> <li>✗ Opportunity costs</li> <li>✗ Interest charges</li> <li>✗ Amortization of unrealized appreciation of assets</li> <li>✗ Losses on other projects or contracts</li> </ul>