

TALENTEdge INTERNSHIPS AND FELLOWSHIPS (TE)

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>✓ Intern and fellow travel costs undertaken exclusively for the project and reimbursable in accordance with the Government of Ontario's Travel, Meal and Hospitality Expenses Directive</p>	<ul style="list-style-type: none"> ⊗ Commuting costs between residence and place of employment ⊗ Travel outside the province of Ontario ⊗ Passport and immigration fees ⊗ Reimbursement for airfare purchased with personal frequent flyer points programs

SALARIES AND BENEFITS:

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> ✓ Intern and fellow salaries, benefits and stipends <p>For Colleges Only:</p> <ul style="list-style-type: none"> ✓ Project management/administrative expenses up to 10% of OCE contribution 	<ul style="list-style-type: none"> ✗ Professors salaries and benefits ✗ Any form of compensation to applicants and co-applicant other than to intern and fellow ✗ Release time allowance for individuals with salaried academic research appointment

OPERATING EXPENSES:

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> ✓ Research materials, licence fees, publication, workshop costs, supplies, and services directly related to the project (with value to the project pro-rated) ✓ Lab analyses and testing expenses ✓ Costs associated with the dissemination of findings, i.e., through traditional venues as well as videos 	<ul style="list-style-type: none"> ✗ Costs not directly associated with meeting the deliverables and milestones as specified in the funding agreement with OCE ✗ Entertainment expenses, gifts, and alcoholic beverages ✗ Expenses of a personal nature ✗ Education-related costs such as thesis preparation, tuition and course fees leading up to a degree ✗ Costs of the construction, renovation or rental of laboratories, or supporting facilities ✗ Infrastructure costs ✗ Expenses associated with lobbying or government relations activities ✗ Standard monthly connection or rental costs of telephones ✗ Costs of basic services such as heat, light, water, compressed air, distilled water, vacuums, and janitorial services - supplied to all laboratories in a research facility ✗ Sales Tax ✗ Insurance costs ✗ Costs associated with regulatory compliance, including ethical review, biohazard or radiation safety, environmental assessments, or provincial or municipal regulations and by-laws ✗ Monthly parking fees for vehicles, unless specifically required for the project ✗ Costs of moving a lab/start-up enterprise