

Special Research Project Definitions

Background

Special Research Projects (SRPs) reside in the 377, 378, and 379 project ranges, within the research fund. Over the years, this range of projects has become congested with miscellaneous research revenues. In an effort to streamline the types of projects which reside in these ranges, the following definitions have been created. In addition to this defined criteria, it is important to note that both types of projects are considered internally restricted for financial reporting purposes and spending must relate to research activities.

Each Principal Investigator (PI) should hold a maximum of two Special Research Projects; one for internally sponsored research revenue; and one for externally sponsored research revenue. Internal and external funding should not be combined within the same research project.

Type 1: Internally Sponsored SRPs

Internally sponsored SRPs may consist of internal research funding granted to a PI from an internal source within Queen's University (usually by a department or faculty); or overhead revenues generated from an alternate externally sponsored research project. Internally sponsored SRPs should meet all of the following criteria:

- There is no set end-date
- There is no requirement to return unspent funding to the originating source
- There are no spending restrictions, other than expenses must be research related
- There are no reporting requirements
- Funds must be earmarked for research purposes (i.e. funds should not be used for general operating purposes)

Type 2: Externally Sponsored SRPs

Externally sponsored SRPs should only consist of residual balances from completed externally sponsored research projects, donations, gifts or endowments, for the purpose of research. In addition, externally sponsored SRPs should meet all of the following criteria:

- There is no set end-date
- There is no requirement to return unspent funding to the funding agency
- There are no spending restrictions, other than expenses must be research related
- There are no reporting requirements

If funding does not meet either set of criteria, it should reside in a different project range or outside of the research fund.