

Decision-making process for distribution of Stage 1**Total number of research personnel prior to 15 March 2020**

Students	1154
Postdoctoral fellows	179
Other personnel	897
TOTAL	2230*

*These numbers reflect students, postdoctoral fellows, and research personnel accruing salary or stipends and excludes students on scholarship or those who are not funded.

Decision-making process for distribution of Stage 1Oversight Committee

The University of Saskatchewan has established a CRCEF Oversight Committee to guide the application and allocation processes for CRCEF funds (all three stages). The committee is charged with:

1. Development and oversight of a transparent and equitable process for distribution of funds;
2. Development and implementation of a strategy for consideration of equity, diversity and inclusion; and
3. Developing a strategy for communicating with the research community.

The Committee includes members of the university leadership and governance structure, representing a breadth of disciplinary and management perspectives and inclusive of representation from equity-seeking groups. (The university does not have eligible affiliated institutions.)

Committee members are:

- Associate Deans Research representatives: T. Crowe (Agriculture & Bio-resources); J. Gray (Arts & Science); T. Risling (Nursing); L. Snead (Western College of Veterinary Medicine)
- Centre representative: D. Janz (Toxicology)
- Office of the Vice-President Research: L. Zink (Research Acceleration & Strategic Initiatives); C. Hamm (Finance & Operations)
- Office of the Vice-President Finance & Resources: T. Batters (Finance); T. Beke (Human Resources)

Consideration of equity and inclusion in decision-making

All members of the CRCEF committee completed unconscious bias training, and committee discussions included consideration of the importance of considering equity and inclusion goals and the elimination of barriers.

The University of Saskatchewan is committed to diversity, inclusion, and equity in the workplace and believes that our workforce should reflect the diversity of our students and community. The university is actively taking steps to achieve a representative workforce where everyone feels a sense of belonging, including women, members of a visible minority/racialized group, Indigenous persons, persons with disabilities, persons of any sexual orientation, gender identity,

or gender expression, and any others who contribute to the diversification of ideas and perspectives.

Specific to Stage 1 call for CRCEF applications, the University asked faculty to consider the diversity of ways in which research and scholarship is undertaken. In addition, faculty were asked to consider the range of factors that could result in reduced productivity of interruptions to employment including, but not limited to:

- restricted access to campus or field locations;
- inability to work with community partners or research participants;
- loss or suspension of funding;
- absences related to health risks or to care for family members.

Notably, the university's Stage 1 distribution exceed the need identified. Consequently, all eligible applications were funded.

Identification of Eligible Research Personnel

As a starting point to identify research personnel potentially eligible for wage support through the CRCEF program, the university generated college-specific data inclusive of:

- personnel (and their supervisor) paid from non-government sources, both as salary and as stipend;
- personnel laid off due to COVID;
- personnel whose term ended after 15 March 2020;
- list of entities that collected user fees and may have associated research personnel paid from these funds; and
- list of donor research funds which might be supporting research personnel.

This data was distributed to trained college- and centre- specific teams inclusive of the Associate Dean Research/Centre Director, the chief financial officer and the human resource specialist. These teams reached out to all research supervisors captured in the above data, inviting them to submit a request for wage support. In addition, colleges distributed a general call to all faculty to offset any gaps in the data collection process.

Verification process

The college/centre-specific team confirmed with researchers whether the research was impacted by the pandemic during the timeframe.

College/centre data was then submitted to University Financial Operations team which verified:

- the funds submitted are eligible to claim, and
- the calculations used by the unit to determine wage subsidies.

Determination of fund eligibility – used university revenue recognition policy to guide eligibility. In instances where there was ambiguity (e.g. transfers from other institutions, multiple funding sources), the source of the funding was investigated to ensure eligibility. Comments are captured for audit purposes.

Calculation of wage allocation – used Salaries and Benefits report (4423) for each individual eligible fund for the period March to current month (July 2020) to obtain the salary and benefit information of relevant employees.

Financial Operations performed the following calculations to validate the information submitted for research personnel supported by a single non-governmental source:

- a) Weekly salary & benefits using the regular monthly figure x12/52.
- b) The result in a) is multiplied by the maximum amount (75%) and then,
- c) The result in b) compared to the maximum wage subsidy of \$847/week (1,129.33/w x 75%).

For research personnel supported by multiple sources

- d) A pro-rata percentage is applied, so only the non-government source of support receives the wage subsidy.

The start and end date of the remunerations and benefits paid that are eligible for the support are reviewed and documented (to a maximum of 12 weeks) for each eligible research personnel to validate they are incurred within the eligibility period.

Verification is captured and tracked on a spreadsheet used for reporting on Stage 1 that is owned by Financial Operations.

Final Distribution Decisions

University of Saskatchewan’s Stage 1 funding allocation exceed funding requests. Consequently, all applications for wage support that met eligibility criteria were approved by the Oversight Committee.

USask	Number	\$ Amount
Students	165	\$465,222.77
Postdoctoral fellows	45	\$323,595.06
Other personnel	189	\$1,176,975.68
TOTAL	399	\$1,965,793.50

University of Saskatchewan’s authority representative



Karen Chad, PhD
Vice-President Research