

NOTICE

Use of IRCP Grant Funds for Rental of Studio Space

This is a **pilot** IRCP Grant option that is subject to review. There is no guarantee that this option will be available in future years.

IRCP Grant funds may be used to reimburse a faculty member for the rental of studio space necessary to carry out a proposed **creative project** under the conditions below:

1. The space is specifically required to carry out the creative project work supported by the IRCP Grant.
2. The Department Chair and Dean confirm there is no equivalent space available within the faculty member's unit that can be assigned to support the work funded by the grant.
3. The faculty member must rent the space as an individual and provide receipts to be reimbursed up to the amount awarded for by the creative projects grant selection committee for the purpose of space rental.
4. The faculty member is the lease holder and has sole responsibility for the rental of the space under the terms of the lease including making rent payments as scheduled.
5. The University's obligation to reimburse the faculty member for rental of the space is limited to the amount specified in the IRCP grant award. The faculty member is responsible for any rent beyond that amount such as might be incurred in a long term lease.
6. The University accepts no responsibility for the lease, for the proper use of the space, for any damage that may occur or for any liability associated with the use of the rented space.
7. University insurance does not cover the use of the rented space or any materials or equipment stored or in use in the rented space.
8. Internal research / creative project grant funds may **not** be used to reimburse a faculty member for the rental of office or storage space.
9. Internal research / creative project grant funds may **not** be used for renovations and cannot be used to rent space from a partner or relative or to rent space owned in whole or in part by the faculty member.

The estimated rental cost should be entered as an **operating expense** in the budget with appropriate justification. You do not have to provide lease details at this time, but detail will be requested if a grant is awarded and before any reimbursement is made.

You **must attach a statement** to your application from the Department Chair and Dean as per (2) above.

Please contact Nicole Kitson, Manager Research Grants, ORS (grants@uvic.ca) if you have questions.