Help is always available
Please ensure relevant documentation is

**External**

Use of real property/physical space
Rules specific to programs, e.g. specific
Not for personal gain

Economical
Research Finance Offices submit financial
Running a conference or workshop
Salary details and adjusting entries

Purchases of Goods & Services
Sales of Goods & Services

Self-Assess 13% HST on imports
240220
HST collected on taxable sales
240200

HST rate
Tax rate
Rebate
Not cost

Federal
5%
67%
1.96%

Ontario
8%
78%
1.76%

Total
13%
3.41%

For example, a $100 purchase with $13 of HST would cost your department $103.41.

Self-assessing HST
Most goods and services imported into Ontario will need to be self-assessed with
HST. If unsure, please contact

HST/GST Tips & Accounts

Research Projects - Project Management
Research Finance - Grants & Contracts
Research Development - External Funding
Research Development - Internal Funding
Research Reporting - Compliance
Research Reporting - Grants & Contracts
Research Reporting - Operations & Maintenance
Research Reporting - Submissions & Reporting
Research Reporting - Training

Financial Information about a Research Project

Dashboards

My Dashboard

Custom

HR Payroll Dashboard

Principal Investigator Dashboard

Research Project Statement

Tri-Agency Expense Eligibility Principles

- Directly related to research
- Not normally provided by the institution
- Economical
- Not for personal gain

The Tri-Agencies understand that different expenditures are appropriate for different institutions. In addition to the above, the Tri-Agencies rely on the judgement of institutions and their policies and controls. It is appropriate to review transactions using a sample-based approach.

Research Finance Offices submit financial claims and reports specific to each agreement to obtain funding from the sponsor.

For example, a $100 purchase with $13 of HST would cost your department $103.41.

Helpful Points

- Research projects are created specific to each research agreement, identifying the award amount and terms.
- Research Finance Offices submit financial claims and reports specific to each agreement to obtain funding from the sponsor.
- Please ensure relevant documentation is submitted with claims for reimbursement, e.g. payment verification.