

## Examples of Supporting Documents (excerpts from NSERC website)

1. Salaries or stipends paid to research personnel:
  - signed records regarding personnel paid from grant funds, including names, categories, salary levels, affiliation to the grant;
  - length of time supported in each case;
  - details of employee benefits charged and relevant calculations.
  
2. Equipment and supplies:
  - supplier invoices indicating details of purchases;
  - prices paid.
  
3. Internal expense allocations or shared expenditures:
  - documentation indicating the exact charge made;
  - the method of calculation or attribution;
  - the grantee's authorization for those assigned to the Agency account.
  
4. Hospitality for networking and research-related activities :
  - the date(s) of the event(s);
  - number of participants;
  - purpose of the event;
  - counter signature by the department head or dean for hospitality expenses claimed by the grantee.
  
5. Incentives paid for research recruitment and participation:
  - supplier invoices indicating details of incentive purchases;
  - the application to a Research Ethics Board (REB) detailing incentive plan (method of distribution, value of incentives, number of people receiving incentive);
  - the REB approval of the incentive;
  - proof of payment of incentives (e.g. signed receipts, coded list of recipients, attestation of researcher and/or others involved in incentive payment).
  
6. Travel Claims:
  - purpose of trip;
  - dates and destinations (person or location visited);
  - official supporting documentation (e.g. prospectus or program, indicating the dates of conferences and workshops);
  - details of daily claims for expenditures relating to those visits;
  - details of any vehicle used;
  - original receipts, such as hotel invoices and car rental agreements (credit cards slips are not valid receipts); and
  - original air travel ticket receipts and boarding passes (if available) or any other evidence that supports travel expenses claimed (e.g. a written attestation from the grant holder).