

## What is a SURG?

The Start-Up Research Grant (SURG) is intended to assist newly hired faculty in the development of a research program that would lead to externally funded projects. The SURG seeks to help new faculty members to start their own research program. It is not a substitute for external funding and faculty members are expected to make every effort to obtain support from external granting agencies for their research projects. The SURG (\$5,500) is administered by the Office of Graduate Studies & Research.

## Eligibility & Regulations

- To qualify, a new faculty member must have a probationary (tenure track) or a 3-year term position.
- Only one SURG will be provided upon initial appointment in the appropriate position. A faculty member may not receive more than one SURG at the University.
- The SURG is an individual grant: it cannot be used to support co-applicant(s).
- Funds must be used within 3 years by April 30th following the start date of your position. After this time, unused funds will revert back to Research Services.

## How it Works

After the start date of your new position, Finance will create a new **cost centre** for your award. Research Finance will inform you by email of the cost centre number (e.g., 15XXX). Then you can use this number to charge expenses to your SURG. If you haven't received notice of the cost centre, contact [researchfinance@nipissingu.ca](mailto:researchfinance@nipissingu.ca) to inquire.

As an example of how this works, you will likely pay for most of your expenses with a corporate credit card (P-Card). When completing your monthly P-Card expense report, you will be asked for a cost centre (account) to cover each expense. Likewise, when filling out a Statement of Expense form or [hiring request form](#), you will be asked to quote the cost centre from which the funds will be taken.

If you do not already have an NU corporate credit card (P-Card), contact Cheryl Zimba ([cherylz@nipissingu.ca](mailto:cherylz@nipissingu.ca)).

### What is a cost centre?

A 5-digit account number used in accounting to track/assign expenses to a specific program department, or grant.

## Eligible Expenses

- Research Assistants (Students)
- Software/Research tools and Supplies
- Photocopying
- Library Fees (Archive)
- Travel for data collection

**Purchasing technology:** Before your purchase, connect with [UTS](#) about the process in order to ensure that (1) the software/technology is not already available and (2) any hardware is tagged and imaged as required.

## Questions?

For more information, contact Research Services at [research@nipissingu.ca](mailto:research@nipissingu.ca). For assistance accessing the funds, contact Research Finance at [researchfinance@nipissingu.ca](mailto:researchfinance@nipissingu.ca).