

# Indirect Costs of Sponsored Research Policy

Final Approval Body [Click or tap here to enter text.](#)  
Senior Administrative Position with Responsibility for Policy:

DRAFT





Principal Investigators preparing proposals to External Sponsors must anticipate and include all applicable Direct and Indirect Costs in research project cost estimates. Consultation with the Faculty/School Vice/Associate Dean Research is recommended to ensure appropriate Direct and approved Indirect Costs are incorporated in the budget before submitting the application or finalizing the Research Agreement. See [Procedures on Distribution of Funds to Support the Indirect Costs of Sponsored Research](#) and [Procedures on Recovery of Funds to Support the Indirect Costs of Sponsored Research](#) for more details.

All Sponsored Research projects must be approved by the Vice Principal Research, or designate, and the Faculty/School Dean (or designate) before proposal submission to any external agency. Sponsored Research activity conducted by University faculty members, using Affiliated Hospital resources, will also require the approval of the Affiliated Hospital. Research Agreements must be signed in accordance with the [Queen's University Approval and Execution of Contracts and Invoices Policy](#)

The Vice Principal Research (or designate) is responsible for approval of requests for a variance from the published Indirect Cost recovery rates and will do so in consultation with the Dean (or designate) of the respective Faculty/School. See [Procedures on Recovery of Funds to Support the Indirect Costs of Sponsored Research](#) for instructions on submitting variance request forms.

The Vice Principal Research is responsible for the revision, interpretation, and adherence to the Indirect Costs of Sponsored Research Policy and the associated [Procedures on Distribution of Funds to Support the Indirect Costs of Sponsored Research](#) and [Procedures on Recovery of Funds to Support the Indirect Costs of Sponsored Research](#)

Related Policies, Procedures, Guidelines: Click or tap here to enter text.

Policies Superseded by this Policy: Click or tap here to enter text.

Responsible Officer (senior administrator ultimately responsible): Vice Principal Research

Contact: Director, Grants and Research Operations, Vice Principal Research Portfolio

Date for Next Review (five years from initial approval): Click or tap to enter a date.

Please submit your final package to the Secretariat at [policies@queensu.ca](mailto:policies@queensu.ca)