![CIRMMT - Centre for Interdisciplinary Research in Music Media and Technology]

CIRMMT in-kind support and user fees policy for grant applications

Introduction and Context

The policy detailed on the next page is designed for CIRMMT members applying for external research grants that require the extensive usage of CIRMMT spaces, equipment and/or staff support. As such grant-funded projects often rely on a substantial in-kind contribution from CIRMMT, we ask that members, once they receive their grants, actually support the centre by contributing to some of the operating costs through user fees paid from their grants. CIRMMT continues to provide labs and equipment to all members regardless of grant funding, but contributions from researchers with grants, that probably "benefited" during the evaluation process from the in-kind support of CIRMMT, are essential to maintaining these member services. This document hence details the amount of in-kind support that can be "claimed" when applying to external research grants and also details the mechanism for the payment of some of CIRMMT operating cost, through user fees.

We therefore ask researchers applying for grants to submit requests for in-kind support **at least two months before the grant submission deadline**. CIRMMT can typically cover 75% of lab rental fees (including basic technical support) as an in-kind contribution but will ask researchers to provide the remaining 25% from their grant (once funded) in the form of user fees. After review by CIRMMT staff, Executive Committee, and/or Directors, the CIRMMT Director/Administration can provide - upon request - a formal letter of support for CIRMMT in-kind contribution for inclusion with the grant application.

How to request an in-kind approval

Members shall submit a form via MSForms, along with a proposal: https://forms.office.com/r/CV7Vg07fq6
This request will be presented to CIRMMT's Executive Committee for internally approval at the next available meeting slot.

Detailed amounts for CIRMMT in-kind support and user fees

CIRMMT members applying for research grants that require the usage of CIRMMT spaces, equipment and/or staff support can use the following chart to prepare for their budget planning and submission to the CIRMMT Executive committee for in-kind support and related user fees.

CIRMMT support consists in providing access to specialized laboratories and equipment, as well as technical and administrative staff support:

- **CIRMMT provides 75% of the room fees -** listed below **-** to all internally approved grant-based research projects in the form of **in-kind support**.
- **The remaining 25%** will be provided by the grantees under the form of **user fees** to be paid to CIRMMT from the awarded grant or any another source.

Again, requests for CIRMMT in-kind support must be <u>submitted at least two months before the grant application deadline</u>, to allow enough time for:

- **CIRMMT staff** to **review the technical details of the submission** with the applicants.
- **CIRMMT Executive Committee**, which is responsible for CIRMMT's resource allocations and meets approximately once a month from September to June, to **assess the request and approve the requested in-kind support and corresponding user fees.**
- **CIRMMT Director/Administration** to provide - if required - a **formal support letter** for inclusion with the grant application.

The amounts listed below are based on laboratory/space usage and include equipment rental and basic technical support fees.

> *Note*: basic technical support is 1 person-hour per booking block. Each additional person-hour of technical help required will be charged at $100/hour.

Applicants requiring administrative support (such as help with event planning) can calculate $30/hour. If more help with estimating associated costs is required, please contact info@cirmmt.org.

Room fees

Room #	Room name	Price/day	Additional information
A816	Spatial Audio Lab	$1,000	
A817	Critical Listening Lab	$1,000	
A818	Performance and Recording Lab	$1,000	
A820	Immersive Presence Lab	$1,000	
A821	Audio-visual Editing Lab	$500	
A822	Perceptual Testing Lab	$500	
PeRL	Performance Research Lab	$1,000	
MMR	Multimedia Room	$2,000	See MMR booking policy for more information
MMR/PeRL	Multimedia Room + control room	$2,500	See MMR booking policy for more information
Room #	**Room name**	**Price/hour**	
A807	Small Conference room	$25	
A-832*	Medium Conference room	$83	Minimum 3h - $550/day
A-832/833/ kitchen*	Large Conference room + kitchen	$249	▪ Minimum 3h - $1650/day ▪ Additional cleaning fee - $200/day if food is served ▪ Additional outside opening hours fee: Porter - $63/hr (4h minimum)

Rooms A-832 and A-833 are managed by the Schulich School of Music.