GENERAL CONDITIONS

The definitions and descriptions of Eligible Costs and In-Kind Costs are applicable to the Lead Contractor and the Participants, if any, in each Project.

Costs shall be claimable to the extent that they are reasonable and are within the intent of the Agreement, in the opinion of CANARIE.

Labour provided by the Lead Contractor and the Participants, if any, in each Project shall be valued at cost and shall not include any mark-up nor exceed market value.

Costs incurred prior to the effective date of an Agreement for a specific Project are not eligible.

All costs must align with the approved budget. Pre-approval is required from CANARIE before any Eligible Cost in excess of those in the approved budget can be claimed.

In each Project, final payment will not be made until all costs incurred have been paid.

CANARIE is not obliged to accept any of these costs as eligible unless access is provided to the relevant records of the related entity.

ELIGIBLE COSTS

1. DIRECT LABOUR

1.1 Direct salaries paid at the rates shown in payroll documents.

1.2 Direct salaries include statutory holidays, vacation, and sick leave pro-rated according to the % of time allocated to the Project.

1.3 Overtime hours may only be claimed at the regular hourly rate.

1.4 Time sheets, time logs or other CANARIE approved labour attestation forms must be used to support actual hours worked by Project staff.

1.5 Actual fringe benefit costs **MUST not exceed 20%** of eligible direct labour costs in any claim.
IN-KIND COSTS

1. IN-KIND LABOUR

1.1 In-kind salaries paid at rates shown in payroll and incurred for the completion of the Project, include but are not limited to:
   • University faculty; and
   • Project Authority.

1.2 In-kind salaries include statutory holidays, vacation, and sick leave pro-rated according to the % of time allocated to the Project.

1.3 Fringe benefit costs related to in-kind labour **MUST not exceed 20%** of eligible in-kind labour in any claim.

1.4 Time sheets, time logs or other CANARIE approved labour attestation forms must be used to support actual hours worked by Project staff included as In-kind Expenditures.

*Note: In-Kind contributions must be at least 15% of total eligible Project costs.*