

Guidelines for the Use of Remaining Research Funds in Accounts of Retired Faculty

These guidelines establish the principles and procedures governing the use of funds remaining in research accounts of faculty members who have retired from the Faculty of Arts at the University of Waterloo. The intent is to ensure responsible stewardship of resources and alignment with the original goals of the sponsored research activity.

These guidelines apply to all retired faculty members holding residual balances in university-administered research accounts (e.g., start-up funds, internal or external grants).

Generally, research funds are the property of the Faculty of Arts, not the individual faculty member. Use of residual funds must support the original purpose of the research funds or their research knowledge dissemination objectives.

Process

Funds can only be accessed by individuals affiliated to the university. After retirement, retirees can continue to access remaining funds if they hold an adjunct appointment that includes research duties on behalf of the university.¹ Alternatively, future retirees can plan to transfer management of the funds to a co-applicant in the grant or an active member of the faculty of Arts, such as the Director of the retiree's school in the Faculty of Arts.

The request to become an adjunct must be approved by the School Director and the Dean's Office. The application [form](#) should include a **short** statement of the research activities to be undertaken and a timeframe to spend the money. Adjunct appointments will generally last for the duration of the research project, or up to two years.² Appointments can be renewed if there is a balance of funds in the account over \$200. Research funds must be used within the terms of the adjunct appointment. After the appointment is terminated, unspent balances will revert to the Faculty of Arts Research Support Fund to support broader research initiatives.

Expenditures must comply with university policies, granting agency regulations, and audit requirements. Remaining balances may **not** be used for: (a) Personal expenses or honoraria for the retiree; (b) Travel or activities unrelated to research; (c) Supplementing retirement income or benefits; (d) Non-academic consulting or external business ventures.

If you have questions, please contact the ADR (adr@uwaterloo.ca)

¹ Adjunct appointments are regulated by [Policy 76](#).

² The two-year window applies to researchers winding down residual funding from existing completed projects. For researchers with active projects (i.e. projects that continue to attract funding) the extension applies to a window of 2-years after the completion of the project.