

Eligible Expenses for all Project Direct Costs

Collaborate to Commercialize (C2C)

Eligible Use of Funds (OCI contribution, Industry Cash):

Eligible expenses include costs and activities directly related to achieving the objectives for which the OCI funding was awarded. All procurement activities must conform to [Broader Public Sector Accountability Act](#) (BPSAA).

Retroactive Expenses:

OCI will acknowledge expenses after the approval date. In cases where an application is not approved and activated, expenses are incurred at the risk of the applicant.

Institutional Overhead:

Overhead (incurred by the partner and/or academic institution) is not eligible to be claimed as an eligible expense. However, OCI will calculate & disburse overhead (to the Academic Institution) at a standard rate of 10% per claim.

Note: Any overhead paid by the SME partner to the academic partner is not an eligible budget item.

Capital Costs:

Capital items (fixed assets) include equipment, testing tools, and instruments that have residual values as determined by Generally Accepted Accounting Principles (GAAP) at the end of the funding period. The eligible expense items allowed by OCI are the cost of utilization/depreciation of capital item (fixed assets) specifically required for the delivery of the eligible project. The prorated cost should be entered under "Operating Expenses" along with the justification.

Travel, Registration and Dissemination:

Travel outside of the province of Ontario is not eligible. Registration, dissemination and travel expenses for participation in events organized by OCI (including OCI Discovery) are not eligible.

Validation of Expenses

Salaries: As evidence of salaries paid, please provide proofs (such as redacted pay stubs, payroll journal entries, payroll distribution records, GLs, etc) for at least 30% of salaries claimed by the applicant.

Non-Salary Expenses: Please also provide copies of invoices & evidence of payment for 30% of expenses claimed, and highlight the corresponding lines in the General Ledger/reimbursement template.

Notes:

GAAP is a collection of commonly followed accounting rules and standards for financial reporting. The purpose of GAAP is to ensure that financial reporting is transparent and consistent from one organization to another.

Residual Value of an asset, the estimated amount that it will be worth at the end of funding period.

Depreciation is the systematic reduction in the recorded cost of a fixed asset.

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TRAVEL AND LIVING:

Eligible Expenses	Ineligible Expenses
✓ Registration fees and travel and accommodation costs incurred and reimbursed in accordance with the Government of Ontario's Travel, Meal and Hospitality Expenses Directive (except meals) within Ontario	✗ Commuting costs between residence and place of employment
	✗ Passport and immigration fees
	✗ Reimbursement for airfare purchased with personal frequent flyer points programs
	✗ Meals
	✗ Travel outside the province of Ontario

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SALARIES AND BENEFITS:

Eligible Expenses	Ineligible Expenses
✓ Salaries and benefits for technicians, support staff, post-doctoral fellows, research assistants and students involved exclusively in eligible project activities at the academic institution or company not exceeding \$100 per hour, to a maximum of \$5,000 per month. Any costs exceeding these limits must be covered by the industry partner's direct cash contribution. Salaries and benefits are calculated based on gross salaries (i.e. OCI will not include employer deductions in calculation). Additional Limits & Conditions: Salaries and benefits must only be claimed in proportion to the amount of time spent working directly on the project and required to maintain timesheets or appropriate payroll records for all employees working directly on the project For Colleges Only: ✓ Direct Project management (i.e. dedicated project management resource) expenses up to 10% of OCI contribution ✓ Replacement costs associated with faculty release to enable college faculty to conduct research projects (up to \$9,000 per course load reduction, per semester, per faculty) ✓ Cost of part time faculty hired to support applied research project, should not exceed \$9,000 per semester (detailed justification to be provided for hiring part time faculty)	✗ Wages and benefits of faculty, adjunct or visiting professors (with the exception of college faculty release) ✗ Salaries and benefits for Principal Investigators (PI) ✗ Administrative (or management) charges and fees (with the exception of colleges) ✗ Release time allowance for individuals with salaried academic research appointment ✗ OCI will not reimburse or consider as partner expenses any non-mandatory benefits or non-mandatory employment-related costs (MERCs). This includes and is not limited to health and life insurance, dental insurance, RRSPs, bonuses and employee dividends.

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OPERATING EXPENSES:

Eligible Expenses	Ineligible Expenses
✓ Research materials, license fees, publication, workshop costs, supplies, and services directly related to the project (with value to the project pro-rated) ✓ Pro-rated research equipment purchases for project activities (up to a maximum of 20% of the OCI contribution) ✓ Lab analyses and related services ✓ Sub-contractor and consultant fees if approved by OCI management prior to the start of the project and if procured in accordance with the BPSAA Procurement Directive ✓ Costs associated with the dissemination of findings i.e., through traditional venues as well as videos ✓ Translation costs associated with dissemination of project information ✓ OCI will recognize a maximum of 3.41% as non-recoverable HST for Ontario based Academic institutions only (i.e. 1.65% of GST and 1.76% of PST) as project expenses.	✗ Expenses of a personal nature ✗ Costs not directly associated with meeting the deliverables and milestones as specified in the funding agreement with OCI ✗ Standard monthly connection or rental costs of telephones ✗ Tax expenses ✗ Fines and penalties ✗ Infrastructure costs ✗ Intellectual property protection costs ✗ Opportunity costs ✗ Interest charges ✗ Amortization of unrealized appreciation of assets ✗ Losses on other projects or contracts

Updated: October, 2026