

Locally Driven Collaborative Projects (LDCP) Program

Acceptable Use of Funding

Guidance for Completing LDCP Project Charter, Section 6.0

The maximum funding that can be requested is \$125,000. Funds must be applied towards the direct costs of the project for which they were awarded. The table below highlights some acceptable uses of LDCP funding. PHO reserves the right to modify and/or add non-eligible items at any time through the tenure of the award.

Description	Eligible Project Expenses	Non-eligible Project Expenses
Personnel	<ul style="list-style-type: none"> • Compensation-related expenses that include salaries and related non- discretionary benefits • Release time for health unit staff 	<ul style="list-style-type: none"> • Discretionary severance and separation package • Costs related to staff awards and recognition • Release time for academic partners and staff from other organizations
Students	<ul style="list-style-type: none"> • Compensation-related expenses for students including: salaries, stipends and related non-discretionary benefits 	<ul style="list-style-type: none"> • Costs related to thesis examination and defense
Materials & Supplies	<ul style="list-style-type: none"> • Office supplies, printing and photocopying • Data analysis software, such as NVivo, SPSS, or SAS • Computers, printers, and USB keys 	<ul style="list-style-type: none"> • Standard monthly connection, rental for telephones, internet, or long distance fees • Cell phones and smartphone devices • Extended warranty for equipment • Cost of construction, renovation or rental of laboratories or supporting facilities
Services	<ul style="list-style-type: none"> • Transcription fees • Costs associated with professional report layout, design, and production • Independent consultant services 	
Activities	<ul style="list-style-type: none"> • Cost of networking or meeting activities, including collaboration, planning and exchange activities directly related to the team’s project, and extra travel funds required for members and trainees separated by significant distance 	<ul style="list-style-type: none"> • Costs related to commuting between residence and place of employment
Knowledge Exchange Costs	<ul style="list-style-type: none"> • Conference registration fees • Print or online material • Manuscript submission fees • Translation fees • Knowledge user engagement strategy • Educational sessions or forums 	<ul style="list-style-type: none"> • Cost of entertainment, hospitality and gifts • Costs of attending conferences (e.g., travel, accommodation, meal stipends, etc.)
Other Items	<ul style="list-style-type: none"> • Data sets • Fees paid to study participants 	<ul style="list-style-type: none"> • Overhead, or other administrative charges or fees • Patenting expenses • Alcohol