Frequently Asked Questions – Claim Documents

1. **What documents am I required to submit when I make a claim for my project?**
    a. If you are the lead participant of the project, the following forms are required:
        - Detailed Claim and Reconciliation Form (Excel)
        - Claim Submission Attestation Form (Word)
        - Payroll Attestation Form (Word)
            - If you are claiming costs related to wages and salaries
        - Supporting documentation for non-wage related costs that are greater than $500.00 CAD (Canadian Dollar) before tax
        - Optional: Member Claim Submission Checklist (Word)
        - Progress Report (Word)
            - If this is a quarterly claim

    b. If you are not the lead participant of the project, you will need the above forms (excluding the Progress Report), as well as:
        - Lead Participant Claim Submission Attestation Form (Word)
            - To be signed by the lead participant

    c. If this is your first claim, you must also submit:
        - Project Cost Questionnaire for New Claimants
        - Banking information to be set up for direct deposit
        - Progress Report (Word)

2. **Where can I find the documents that I need to submit?**

The documents can be found on the member portal under the following file path:

Resources Libraries > 06. Finance & Administration > Claims and Reconciliation Forms

3. **Which tabs of the Detailed Claim and Reconciliation Form must I complete?**

Tab Name	Monthly Claim	Quarterly Claim
Instructions	This tab is for your information only, no action necessary.	
Status Report	Provide a brief explanation of the work you have completed during the claim period, and update Work Package progress.	The Progress Report (separate Word document) must be completed by the lead participant for claims that are at the end of a quarterly reporting period. This tab does not need to be updated.
1. **Claim Form Summary**	Complete all applicable cells which are shaded in light yellow.	
2. **Wages***	Complete if you are claiming any project related wages or salaries for the claim period.	
3. **Sub-contractor***	Complete if you have paid subcontractors during or before** the claim period for services to the project.	
4. **Equipment & Facilities***	Complete if you are claiming any project costs related to equipment and facilities which were paid during or before** the claim period.	

5. **Materials & Supplies***	Complete if you are claiming any project materials and supplies costs which were paid during or before** the claim period.
6. **Room or Facility Rentals***	Complete if you have paid any rent during or before** the claim period that is incremental to the project.
7. **Travel***	Complete if you have reimbursed any travel costs related to the project during the claim period. The trip does not have to occur during or before** the claim period, but the expense must be paid during. (Example: a flight was booked and paid for in October, but the trip is not until November.)
8. **Communications &* Marketing**	Complete if you are claiming any project communication/marketing costs which were paid during or before** the claim period.
9. **Other Direct Costs***	Complete if you are claiming any other direct costs related to the project which were paid during or before** the claim period.
10. **Capital***	Complete if you are claiming any other direct costs related to the project which were paid during or before** the claim period.
11. **In-Kind***	Complete if you have made any in-kind contributions to the project during or before** the claim period.
12. **Unfunded Eligible**	Complete if you have any unfunded eligible project costs that were contributed during or before** the claim period.
13. **OGD (Other Government Department) Contributions**	Complete if you have received any funding from any OGD during or before** the claim period.
14. **Partner Contributions**	Complete if you have received any funding from other project partners during or before** the claim period.

*Please ensure your project budget has funding allocated to these cost categories, if not please claim your items under another category/tab.

**If you are claiming anything that was paid or received before the claim period stated on your claim, it must not have been previously claimed, and must have been paid for/received after the date of your Letter of Conditional Award.

4. Where do I find my OSC Project Participant Co-Funding Rate?

This rate is available in various locations:

- When you create a draft claim submission on the member portal
- On the "6. Funding Source Allocation" tab of your Budget Template (Version 1.5) in the column associated with your member contributions.
- Can be calculated using the following formula:

$$\frac{\text{OSC Reimbursement Allocated to Member}}{\text{Member Matched Cash Contribution + Member Matched In-kind Contribution + OSC Reimbursement Allocated to Member}}$$

5. What is "Carry Over Funding Available from Previous Claim" in Part B of the 1. Claim Form Summary Tab and when should I complete this cell?

"Carry Over Funding Available from Previous Claim" refers to any contributions made to in-kind or unfunded eligible that exceed the total funded eligible cash costs. Canada's Ocean Supercluster (OSC)

can only reimburse you on the cash costs being contributed on your claim; if your in-kind or unfunded eligible contribution causes us to reimburse you at 100% of your cash costs and there is still a balance remaining, we carry that balance forward to your next claim and increase your reimbursement on cash costs to utilize this balance until all funds are used.

Line 44 of Part B of this tab shows the funding that will be carried to the next claim if applicable.

If you are not claiming any in-kind or unfunded eligible contributions, leave the value in the "Carry Over Funding Available from Previous Claim" as $0.

6. How do I complete Part C of the 1. Claim Form Summary tab?

Part C of this tab is where you reconcile your contributions to the claim. The OSC Funding for the claim as well as the OGD Contributions will be automatically calculated based on the completion of the other tabs in the form.

Possibilities for Completing Part C*			
Partner Contribution	**Cash or In-kind?**	**Matched or Non-matched?**	**Amount**
Member Submitting Claim**	Cash	Matched	= Total Eligible Project Costs – OSC Contribution – OGD Contributions – Total Unfunded In-kind (If applicable)
Member Submitting Claim**	Cash	Non-matched	= Specific amount representing budgeted non-matched costs being claimed
Member Submitting Claim**	In-kind	Matched	= Total Unfunded In-kind (Found in Cell F26 of this tab)
Member Submitting Claim**	In-kind	Non-matched	= Specific amount representing budgeted non-matched in-kind being claimed
Other Project Participant***	Cash	Matched	= Specific amount received from participating member
Other Project Participant***	Cash	Non-matched	= Specific amount received from participating member
Other Project Participant***	In-kind	Matched	= Specific amount contributed on this claim, may be a portion of or all the Unfunded in-kind being claimed.
Other Project Participant***	In-kind	Non-matched	= Specific amount contributed on this claim, may be a portion of or all the non-matched, Unfunded in-kind being claimed.

*This section can be completed with a variety of the options in this table.

**This should be filled out with the name of the member submitting the claim.

***This should be included if the lead participant is submitting the claims for all members of the project. They should include all costs contributed by the other members on the corresponding tabs on the form.

7. What is my claim reconciliation period?

a. If I submit monthly claims?

Your claim reconciliation period should be from the first to the last of the month.

b. If I submit quarterly claims?

Your claim reconciliation period should be from the first day of the first month of the quarter, to the last day of the last month of the quarter.

c. If this is my first claim?

Your claim reconciliation period should be from the date of your letter of conditional award until the last day of the last month of the most recent calendar quarter end. Then your next claims will follow the monthly or quarterly guidelines above as per your project agreement.

8. Why do I have to include the invoice date and payment date?

The invoice date and payment date of any subcontractor or supplier invoices is important because the OSC will only reimburse costs that have already been incurred and paid. The OSC must also be able to determine if the items being claimed were purchased after the date of your letter of conditional award and before or within the claim reconciliation period.

9. Can I claim charge out rates for my employees' hours?

No, employee wages and salaries should be representative of what the employee is paid. No profit is to be gained from OSC reimbursements.

Please refer to the OSC Cost Eligibility Guidelines for more details and examples on what can be included in eligible wages and salaries.

10. What are mandatory benefits?

Mandatory benefits are employee benefit costs that organizations are required to pay for employees. These include Canada's Pension Plan (CPP), Employment Insurance (EI), and Workers Compensation & Benefits (WCB).

The mandatory benefits claimed must be pro-rated to the hours being claimed.

Please refer to the OSC Cost Eligibility Guidelines for more details on calculating mandatory benefits.

11. Can I claim taxes?

No – both foreign and domestic taxes are ineligible expenses and therefore should not be claimed.

Unanswered Questions?

If you have any additional questions regarding the claim forms and eligible project costs, please contact the Project Finance team via email: projectfinance@oceansupercluster.ca.

For additional questions surrounding eligible costs, please refer to the following cost guidelines:

OSC Cost Eligibility Guidelines: https://oceansupercluster.ca/wp-content/uploads/2021/01/OSC-Cost-Eligibility-Guidelines-2021-01.pdf