



Overview

The purpose of this document is to help researchers follow the University's valuation of campus spaces for in-kind calculations included in grant applications. This is not a formal policy document, and item eligibility should be confirmed with the Sponsor agency. Please reach out to the [Research Partner Network](#) if you have any questions.

I. Campus Space Valuation.

1. If you need to find a suitable room for in-kind support of a conference or event, you can start by checking the spaces booked by your area or unit and book through your EA or AA. To browse centrally-controlled spaces, use the [booking website](#). (You must follow their booking policies to actually book a space.)

NB: If you are representing an external group, contact [Conference Services](#) to request information about rooms and costs/in-kind equivalents instead of using this process.

2. For assistance with in-kind space and valuation calculations please submit a [Project Intake/Work Requisition form](#). This will direct you to the appropriate personnel within your Faculty, College, and University Services Operations Finance (USOF) to support your request.

II. Other.

For examples of other in-kind contributions, please refer to the [Tri-Council Guidelines for Cash and In-Kind Contributions](#) webpage, the Research Partner Network's [Examples of In-Kind Contributions](#), or reach out to the appropriate grant sponsor.