

IMPLICATIONS OF GRANT APPLICATION SIGNATURES

The Policy applies to:

- 1) Funding requests for new projects – both competition-driven and self-initiated.
 - 2) Letters of Intent
 - 3) Requests for renewal or supplemental funding for existing projects
 - 4) Requests made by letter or by written proposal as well as those prepared on preprinted forms
 - 5) All faculty salary awards and fellowships, even when the funds will not be administered by the University
 - 6) Post Doctoral Fellowships that will be administered by the University.
 - 7) All graduate or undergraduate scholarships & fellowships that will include a research or travel allowance to be administered by the University.
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The signature of the applicant affirms that:

- 1) The information in the application is complete and accurate to the best knowledge of the applicant.
- 2) The applicant currently has sufficient space and resources to do the research. (If additional space or resources are required, then written acknowledgement should be provided by the Department Head and Institute Director that these will be forthcoming).
- 3) If an award is made, the applicant agrees to abide by the award regulations of the granting agency. If there are differences between granting agency regulations and university regulations (e.g., Intellectual Property or Publishing Rights), these should be discussed with the Research Office before submission of the application.
- 4) If an award is made, the applicant will use the award only for the purposes for which it was made.
- 5) If an award is made, the applicant agrees to abide by all University policies, including regulations regarding the use of animal subjects, human subjects and hazardous materials, collective agreements, Human Resources policies & procedures, other legislation governing employment, and policies regarding over-expenditure.

Compliance: <http://www.ucalgary.ca/research/compliance/>

HR: <http://www.ucalgary.ca/hr/>

Overexpenditure: <http://www.ucalgary.ca/research/accouting/overexpend/>

- 6) If the Applicant has submitted the same (or very similar) grant proposals in response to more than one Agency program with overlapping review periods, this has clearly been identified within each application.
- 7) If the applicant discloses any potential intellectual property arising from the

research, he or she will endeavour to obtain the greatest possible economic benefit to Canada from the resulting commercial activity.

- 8) The indirect costs of research (“overhead”) should be included in the budget whenever permitted. If the application is to an agency that provides indirect cost funding directly (e.g., CIHR, NSERC, SSHRC) or does not provide overhead as a matter of policy (e.g., members of the *Health Charities Coalition of Canada*: <http://www.healthcharities.ca/members.html>), this is automatically waived. If in doubt, please discuss with the Research Office.

For applications for funding from the federal granting councils (CIHR, NSERC or SSHRC), more information can be found in the [Memorandum of Understanding on the Roles and Responsibilities in the Management of Federal Grants and Awards \(MOU\)](#).

The signature of the Department Head affirms that:

- 1) The applicant holds an academic appointment at the time of application or will have such before the term of the award commences.
- 2) The applicant has appropriate space available to do the research. If necessary, the Department Head should confirm this with the appropriate Institute etc.
- 3) The Head is responsible for working with the investigator and key partners to resolve any overexpenditures that may arise during the term of the award: <http://www.ucalgary.ca/research/accounting/overexpend/>).
- 4) The Head will ensure that the Faculty of Medicine Research Office is notified if there is a change in employment status of the awardee.

Applicant* Signature		Date (dd/mm/yyyy)
X		
Department Head (or designate if unavailable) Signature	Department Head Name	Date (dd/mm/yyyy)
X		