

Research Application Summary Form

Rev. 06July2018

Must be signed for all applications for external research funding, even if UVic is not contributing cash or in-kind resources
 Please attach a copy of application/proposal including detailed budget

UVic Principal Investigator:	Sponsoring UVic Faculty/Department/Centre:	Phone #:	Email:
External Project PI*:	Institution:	Phone #:	Email:

*If UVic is not the lead institution

UVIC PI STATUS: Tenured – Tenured Track Limited Term: End of Term (yyyy/mm) _____ / _____
 Adjunct Professor⁽¹⁾ Other, please specify: _____

PROJECT SPONSOR/FUNDING AGENCY:		
Funding Program Name:	Application Deadline:	Electronic Submission: <input type="checkbox"/> Yes <input type="checkbox"/> No
PROJECT TITLE:		

DECLARATION OF PRINCIPAL INVESTIGATOR

I agree that I will: <ul style="list-style-type: none"> Abide by UVic policies and the Sponsor's terms and conditions⁽²⁾ Include indirect costs permitted by the Sponsor Be responsible for management of the UVic portion of the project, including finances Have in place space, facilities, and personnel to carry out research project Disclose Intellectual Property (IP) with commercial potential to RPKM Obtain any required regulatory approval before commencing research Satisfy the Conflict of Interest (COI) regulation appropriate for my position and ensure that any UVic co-applicants listed on the proposal have satisfied the COI regulation. 	New/Additional UVic (Department/Faculty/Centre Funded) resources are required to support this project: <table style="width: 100%; margin-top: 10px;"> <tr> <td>Additional Space</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Technical Support</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Student Funding</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Course Relief/Release</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Cash/In-Kind</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Other (describe)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table> <hr style="width: 50%; margin-left: 0;"/> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 70%;">Are you receiving funding for this project from an additional source?</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Budget includes stipend or salary for the Principal Investigator:</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>	Additional Space	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Technical Support	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Student Funding	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Course Relief/Release	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Cash/In-Kind	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Other (describe)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you receiving funding for this project from an additional source?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Budget includes stipend or salary for the Principal Investigator:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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REGULATORY APPROVALS REQUIRED:

Human Research Ethics <input type="checkbox"/> Obtained # ____ <input type="checkbox"/> Pending <input type="checkbox"/> Not Applicable	Animal Care <input type="checkbox"/> Obtained # ____ <input type="checkbox"/> Pending <input type="checkbox"/> Not Applicable	Biosafety <input type="checkbox"/> Obtained # ____ <input type="checkbox"/> Pending <input type="checkbox"/> Not Applicable	Other⁽³⁾ <input type="checkbox"/> Obtained # ____ <input type="checkbox"/> Pending <input type="checkbox"/> Not Applicable
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UVic PI Signature

X

Total Amount requested from funder: (Including Indirect Costs of Research)	BUDGET SUMMARY: Please fill in yearly totals							Total
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	
% Indirect Costs of Research ⁽⁴⁾ Included								
UVic Cash/In-Kind Contribution								

FACULTY GRANT OFFICER (FGO) REVIEW (to be completed by FGO)

Essential review

- Eligibility check (Applicant, Proposal)
- Confirmed contributions (letters, emails, UVic \$ signed off on RASF)
- Indirect costs
- Required signatures on RASF and application (other than ORS sig)

Technical Review

- Attachment formatting, cut-off text, page count
- Adherence to guidelines

Budget

- High-level review
- Comprehensive review
- Co-created by FGO
- CV Creation/Update
- Full application review / Grantscrafting
- Peer Review

FGO Signature: _____

Please send additional notes to resprog3@uvic.ca for inclusion with the application.

UNIVERSITY'S APPROVAL

Signature of Chair confirms the availability of the identified departmental facilities, space and other resources required to carry out the research project; the Faculty member has an updated Conflict of Interest declaration on file; the amount indicated for Departmental cash and/or in-kind is approved; and the proposed PI time commitment and/or course release is approved.

Position	Name	Signature	Cash or In-Kind *	Course Release	Date (yyyy/mm/dd)
Chair					

Signatures of Dean and/or Centre Director confirms the research project is approved, including the use of identified Faculty/Centre resources; the amount indicated for Faculty/Centre cash and/or in-kind is approved; and there shall be the following division for the distribution of Indirect Costs between the Faculty and Research Centre (if applicable).

Position	Name	Signature	Cash or In-Kind *	Division: Indirect Costs	Date (yyyy/mm/dd)
Dean					
Centre Director					

Signature of the AVPRO, Office of Research Services confirms that UVic will accept responsibility for the administration of the project.

Position	Name	Signature	OVPR Cash or In-Kind *	Date (yyyy/mm/dd)
AVPRO	Rachael Scarth			

Additional required signatures, if applicable (see UVic Procedures for the Approval of External Research Funding Agreements).

Position	Name	Signature	Cash or In-Kind *	Date (yyyy/mm/dd)

*** Attach confirmation from the source of the nature and value of contributions**

Notes:

- (1) UVic PI Status:** If PI has adjunct status, a UVic Faculty member is required to be the signing authority for research funding sources other than the Tri-Agencies.
- (2) Sponsor Terms:** It is the responsibility of the PI to familiarize themselves with the terms and conditions of the Sponsor and in the case of the Tri-Agencies, with the Tri-Agency Framework Agreement (<http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/>).
- (3) Other Regulatory Approvals:** Please include further information if your proposed research will require any other regulatory approvals. These include approvals from other UVic regulatory committees, e.g., diving, radioisotopes, or hazardous materials or permits or licenses from external agencies - field study permits, environmental impact assessment, boating safety compliance notices; or controlled information compliance, etc. Please attach copies of any external regulatory forms. Please indicate the specific approvals required (or the exemption granted, if applicable) and the status of the approval (pending/confirmed).
- (4) Indirect Costs:** The budget must include a minimum 25% indirect costs of research unless the funding agency is a Tri-Agency (matching funds from Industry for Tri-Agency grants are subject to the 25% indirect costs) or has a different established indirect costs rate. If the indirect costs are below 25%, the PI must apply for an exception using the Application for Negotiated Indirect Cost Rate (<https://www.uvic.ca/research/conduct/home/indirectcosts/index.php>).