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| This is a picture of the Mount Saint Vincent University logo | **Request for Release of Funds Agreement** |

***All funded researchers at MSVU*** are required to complete this form to have their account established and funds released.

NSERC, CIHR and SSHRC all require that Mount Saint Vincent University (MSVU) withhold access to funding for research until all required certifications and/or clearances have been received. This also applies to MSVU internal research grant awards as well as funding from other agencies and sources. The term “certification\*” is used in this context for research that requires additional clearances such as human participant; animal subject; bio-hazardous materials; environmental impact; hazardous material, etc.

Tri-Agency policy states that certifications and clearances must be obtained within **six months** of the date of the award, otherwise the agency may withdraw the award.

**Recipients of any MSVU internal research grant is required to spend a minimum of fifty percent (50%) the award in year 1. Recipients of external grants are strongly encouraged to spend a minimum of 50% of the annual allocation in each year to ensure that the funder does not withhold or postpone future allocations of the grant. Researchers should check with the granting agency for specific policy and requirements.**

# **Section A - Account Details**

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| 1. MSVU Principal Investigator or Nominated Principal Investigator - see the MSVU [REB Glossary of Terms](https://www2.msvu.ca/sites/ResearchDocumentCentre/Research%20Ethics%20%20Human/REB.INFO.001%20REB%20Glossary%20of%20Terms.pdf) (REB.INFO.001) | Click or tap here to enter text. |
| 1. MSVU Department or Faculty | Click or tap here to enter text. |
| 1. Co-Investigators (if applicable) and Affiliation | Click or tap here to enter text. |
| 1. Collaborators/Partners and Affiliation | Click or tap here to enter text. |
| 1. Funding Agency | Click or tap here to enter text. |
| 1. Grant Type (If applicable) | Click or tap here to enter text. |
| 1. Project Title | Click or tap here to enter text. |
| 1. Date Funding Approved | Click or tap to enter a date. |
| 1. Funding Approved (total value of the project) | Click or tap here to enter text.  Sub-grant total, if applicable:  Click or tap here to enter text. |
| 1. Expiry Date of Funding (MM/DD/YYYY) | Click or tap to enter a date. |
| 1. Will residual funds return to grantor at the end of the project? | Yes  No |

# **Section B - Certification**

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| 1. Type of Certification Required   (Check all that apply) | ☐ Not Applicable  ☐ Human Participant  ☐ Animal Subject  ☐ Bio-hazardous  ☐ Environmental Impact  ☐ Hazardous Materials  ☐ Indigenous Research Advisory Board/Community Clearance ☐ Other Click or tap here to enter text. |
| 1. Please select one option | ☐ Full Release of Funds is requested because the researcher does not require certification. Please proceed to **Section D**  ☐ Full Release of Funds is requested because certification has been obtained prior to the submission of this agreement. (**Complete Section B items 3-4 then proceed to Section D**)  ☐ Partial Release of Funds is requested because researchers require access to funds prior to obtaining certification. (Please complete **Section B items 3-5,** and then proceed to **Section C)** |
| 1. Certification or Protocol File Number: | Click or tap here to enter text. |
| 1. Expiry Date of Certification | Click or tap to enter a date. |
| 1. If certification is required but not yet obtained, what is the anticipated date of certification application submission | Click or tap to enter a date. |

# **Section C - Partial Release of Funds Request Prior to Required Certification**

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| 1. Explain why research start-up does not require certification clearance within the initial six months: | Click or tap here to enter text. |
| 2. Why is it necessary for you to access the funds prior to certification? (Please be specific) | Click or tap here to enter text. |
| 3. Proposed date when you plan to involve human or animal participants: | Click or tap here to enter text. |
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| 1. Does the project require approval from other regulatory boards or institutions?   If yes, please provide names/details: | ☐ Yes  ☐ No  Details: Click or tap here to enter text. |
| 1. . Amount of funding requested   **\*No more than 50% of award amount - pro-rated to the amount awarded for the fiscal year** | Click or tap here to enter text. |
| 1. . Budget Line Items and dollar amounts requested for partial release (please be specific): | Click or tap here to enter text. |

# **Section D - Compliance**

1. Submission of this Release of Funds Agreement request signifies that the researcher(s) will adhere to all compliance and research integrity policies as they pertain to the research, some of which include:
   1. [Policies and Procedures on Responsible Conduct of Research](https://www.msvu.ca/research-at-the-mount/about-us/integrity-in-research-scholarship/)
   2. [Tri-Agency Framework: Responsible Conduct of Research - 2021](https://rcr.ethics.gc.ca/eng/framework-cadre-2021.html)
   3. [Tri-Council Policies and Guidelines](http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/certaintypes-typescertaines_eng.asp)
2. Submission of this Release of Funds Agreement request signifies that the researcher(s) will not conduct any research until all certification conditions have been satisfied.
3. If the certification application(s) and documentation have not been submitted within **6 months** of the initial request for release of funds, the research account will be frozen and no further funding will be made available.
   1. For internal grants the account will be closed, and funds returned to the Committee on Research and Publications.
   2. For external grants, Financial Services will contact the funding agency to confirm disposition of funds and return funds to the agency.

# **Section E - Appendices Required**

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| The following documents must be appended to this form (or compiled into one appendices file and sent with the form):   1. A copy of the award notification 2. A full copy of the grant application - For external grants only 3. A copy of the complete/detailed budget - For external grants only   \*Note - Failure to submit the required appendices will result in the package being returned to the researcher for completion. |

\*\*\*Researchers are reminded that “My Budget” and “Signing Authority” documentation must be completed and submitted to [researchaccounting@msvu.ca](mailto:researchaccounting@msvu.ca) prior to funds being accessible.

# **Section F - Agreement and Signatures**

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| **By signing and submitting this *Request for Release of Funds Agreement,* I agree to the following points:**   1. that grant funds are held in trust by the University for the grant holder, and are the property of the university; 2. that expenses can only be incurred once a grant is finalized; 3. that I am responsible for all transactions on this account, will review them on a timely basis and will report any errors or omissions to Financial Services as soon as possible; 4. that all charges authorized against funds conform to the allowable expenditures and limits stated within the approved budget as well as ensuring compliance with the terms and conditions of the sponsoring agency and that charges will also comply with university policies and guidelines, such as hiring of staff or the purchase of goods and services; 5. that deficits over the total funding received for the study are the responsibility of the Principal Investigator (or nominated PI) and will not be reimbursed by the university; over expenditures must be covered by the Principal Investigator (or nominated PI); 6. that any deviations from the approved budget will be approved by the appropriate agency and/or university authorities prior to expenditures; 7. that reallocation of budget resources within internal grants that involve transfers from salaried to non-salaried categories that are more than10% of the salary amount budgeted require pre-approval from the Research Office. (For external grants, please refer to the funding agency’s financial guidelines); 8. that I am responsible for the completion and submission of all required reports (financial and non-financial) where required/applicable; 9. that I will acknowledge the appropriate funder on all dissemination resulting from this research; 10. that I am responsible for obtaining necessary research certifications (**see Section B.2.**) e.g., ethics review and protocol compliance for animal or human; and 11. that noncompliance may result in a freezing of my funds and that expenditures made during this time will not be reimbursed. No other reimbursement requests for expenditures prior to funds being frozen will be processed until the compliance issue has been resolved. | |
| Insert Image of Researcher(s) Signature:  Signature from Ethics | Date:  Click or tap to enter the date approved. |
| Researchers are asked to submit the completed, signed form and appendices to [research@msvu.ca](mailto:research@msvu.ca) | |

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| **For Office Use Only** | |
| **RESEARCH OFFICE** | |
| **Date: (MM/DD/YYYY)** Click or tap to enter the date approved. | Signature from Ethics  Signature |
| **Research Ethics and Compliance** | |
| **Date: (MM/DD/YYYY)** Click or tap to enter the date approved. | |
| Partial Release  Amount for Partial Release  $Enter Amount for Partial Release.  Full Release | Signature from Ethics  Signature |
| **Financial Services** | |
| **Account Number issued by Financial Services**  Click or tap here to enter the account number. | |
| **Date: (MM/DD/YYYY)** Click or tap to enter the date received. | Signature from Ethics  Signature |