



## STFX RESEARCH SERVICES GROUP • RESEARCH APPROVAL FORM • (ROMEO DATA ENTRY FORM)

### PURPOSE

This Research Approval Form was developed to facilitate the process for creating administrative records about research funding applications/projects (including grants, contracts and service agreements) in the University's ROMEO research information system database. The form enables the University to compile more accurate statistics on research applications/projects, track compliance with certifications, facilitate research project management, and provide information to external stakeholders.

### IMPORTANT INFORMATION ON STFX POLICIES AND PROCEDURES

**Clearances Required** – Consult the [Policies on Research page](#) on the StFX Website to determine the certifications that are required to conduct your research. These may include [Human Ethics](#), [Mi'kmaq Ethics Watch](#) or other Aboriginal Ethics, [Animal Care](#), [Biohazards](#), Radioactive Materials, Safety, Environment, Archaeology, among others.

**Purchasing, Renovations, and Construction** – Consult StFX [Procurement Services](#) and [Facilities Management](#) to ensure that you are aware of the policies and procedures concerning the purchase of equipment, renovations, and construction. It is your responsibility to consult with the appropriate administrative departments regarding the infrastructure requirements of your research **prior to** submitting your research project application. If you will be purchasing **any equipment, including computers**, you must inform [Facilities Management](#) up front so they can determine whether your research space requires any modifications to accommodate the new equipment.

**Administration and Finance** – Consult the [Research Operations Office \(Dianne Edmond\)](#) or [Financial Services \(Chantal MacIsaac\)](#) regarding the administrative and financial policies and procedures relating to research projects, grants and contracts.

**Signatures** – As the Principal Investigator, you must sign the Research Approval Form, regardless of whether you have signed the research proposal. Your signature certifies that you have read the policies and procedures relating to the proposal as discussed above. Your Department Chair and Dean must also sign this Research Approval Form.

### FREQUENTLY ASKED QUESTIONS

#### What is meant by “Confidential Sponsor”?

Some sponsors may require that their identity be kept confidential and not made public by the University. While this is more common with research contracts than grants, some grant providers may request this and StFX must track this information in the ROMEO research database.

#### What are the award start and end dates?

These are the anticipated start and end dates of the funding. In some cases, the application review timelines may be unknown, in which case you must estimate the start and end dates. In other cases, the sponsor provides a date by which competition results are expected to be announced, and this should be given as the start date.

#### Do I have to list in-kind contributions?

Yes, it is important to include this information so that it can be logged in the ROMEO research database, thus providing a more complete picture of the research support that you have obtained.

#### What is the sponsor competition deadline?

This is the deadline by which the application has to be submitted. For research funding programs with no fixed deadlines, enter the date when the application was submitted.

#### What should I use for research theme keywords?

For all research applications, we encourage you to use the subject and area of application terms that are used by the funding agency (please provide the term itself – e.g., “clinical psychology” – not the numerical code). However, you are free to use any term that you feel best describes your research.

#### What if I am requesting funding from an American or other international sponsor?

You may provide the amount of funding requested in the currency used in the application; however, please make this clear in the Research Approval Form by adding the appropriate abbreviation or symbol after the currency values (e.g., USD).



**RESEARCH APPROVAL FORM**  
*(Form to be completed by Applicant)*

Project Title:	
Funding Agency/Source/Sponsor Name:	
Funding Program Name:	
Confidential Sponsor:	
Competition Deadline: (YYYY/MM/DD)	
Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Resubmission	
Project Start Date: (YYYY/MM/DD)	Project End Date: (YYYY/MM/DD)
Location(s) of Research: <input type="checkbox"/> StFX <input type="checkbox"/> OTHER (specify):	



**RESEARCH APPROVAL FORM**  
*(Form to be completed by Applicant)*

<b>Role</b>	<b>Name (with prefix)</b> Also indicate any previous surname under which you have held research funding.	<b>Rank/Job Title</b>	<b>Department, Faculty, University / Institutional Affiliation</b>	<b>Mailing Address, Phone # with Area Code, Email Address</b>
Principal Investigator				
Co-Investigator(s):				

Form continues on the next page



**RESEARCH APPROVAL FORM**  
*(Form to be completed by Applicant)*

<b>Role</b>	<b>Name (with prefix)</b> Also indicate any previous surname under which you have held research funding.	<b>Rank/Job Title</b>	<b>Department, Faculty, University / Institutional Affiliation</b>	<b>Mailing Address, Phone # with Area Code, Email Address</b>
Collaborator(s):				

**RESEARCH APPROVAL FORM**  
*(Form to be completed by Applicant)*

<b>BUDGET</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
Cash Requested from the Agency/Sponsor (include applicable <a href="#">Overhead/Indirect Costs</a> )						
Other Cash (specify source and value):						
Other Cash (specify source and value):						
Other Cash (specify source and value):						
In-Kind Contributions (specify source and value):						
In-Kind Contributions (specify source and value):						
<b>TOTAL BUDGET</b>						

<b>RESEARCH KEYWORDS (list up to 4)</b>			

<b>YES</b>	<b>Attached</b>	<b>Certification Requirements</b>
		<a href="#">Human Subjects</a>
		<a href="#">Mi'kmaw Ethics Watch</a> or other Aboriginal Ethics
		<a href="#">Animal Care</a>
		<a href="#">Biohazards</a>

**RESEARCH APPROVAL FORM**  
*(Form to be completed by Applicant)*

Yes	N/A	Other Requirements
		Is this research part of an industry collaboration or research agreement?
		Are specialized facilities required? Provide details:
		Is additional space and/or equipment required? Provide details:
		If so, has this space been allocated to you?
		Are renovations required? Provide details:
		Were quotations for equipment and supplies obtained through <a href="#">StFX Procurement</a> ?
		If a Tri-Agency application, are <a href="#">Open Access Publication Fees</a> included in the project budget?
		Do budgeted travel expenses conform to the new <a href="#">StFX Travel Policy</a> ?
		Are undergraduate students involved in this project?
		Are graduate students involved in this project?
		Are postdoctoral fellows involved in this project?
		If you are travelling with students outside of Canada, are you in compliance with the <a href="#">StFX International Travel and Safety Policy</a> ?
		Are final or interim report(s) required? List type of report(s) and date(s) due:
		List any contractual deliverable(s) [if the list of deliverables is long, please just indicate the page(s) in the application or agreement where the list appears]:



**RESEARCH APPROVAL FORM**  
*(Form to be completed by Applicant)*

**AUTHORIZED SIGNATURES**

Submit your research proposal to the StFX Research Grants Office or Industry Liaison Office (as appropriate) at least 5 business days before the funding agency's submission deadline. Whether the funding agency requires it or not, all research proposals must be signed off below by the StFX Associate Vice-President of Research & Graduate Studies or Designate, as well as the following institutional signatories, before the proposal is submitted to the funding agency.

*Please obtain institutional signatures in the following order:*

John Blackwell

---

<b>Research Grants Office</b> [for grant applications]	(signature)		Date
---	-------------	--	------

Andrew Kendall

---

<b>Industry Liaison Office</b> [for contracts, technical service agreements, contribution agreements, partnership projects]	(signature)		Date
--	-------------	--	------

---

<b>Principal Investigator</b> [or Co-Investigator, if PI is not at StFX]	(signature)	Print Name	Date
--	-------------	------------	------

---

<b>Chair/Coordinator/Director</b>	(signature)	Print Name	Date
-----------------------------------	-------------	------------	------

---

<b>Dean of Faculty</b>	(signature)	Print Name	Date
------------------------	-------------	------------	------

Dr. Richard Isnor

---

<b>Associate VP Research &amp; Graduate Studies</b>	(signature)		Date
---	-------------	--	------



## RESEARCH ACCOUNTABILITY & COMPLIANCE STATEMENT

As **Principal Investigator (or Co-Investigator, if PI is not a StFX)**, I acknowledge and accept my responsibility to do the following, to the best of my knowledge and ability:

1. Read, understand and comply with all applicable funding agency policies, regulations, and terms and conditions of the award/agreement;
2. Undertake the Project in accordance with ethical and scientific standards;
3. Comply with all legislative and regulatory requirements as applicable to the Project, and to notify the Research Operations Officer in the event of a receipt of a notice of non-compliance, complaint or other proceeding relating to the legislative or regulatory requirements;
4. Comply with all University policies, regulations and procedures as applicable to the Project, including but not limited to:
  - a) Research Services
  - b) Financial Services
  - c) Procurement Services
  - d) Human Resources
  - e) Environmental Health and Safety
  - f) Ethical Compliance
  - g) Research Integrity
  - h) Intellectual Property
  - i) Contracts
  - j) Governance and Legal
5. Inform every person working on the Project, including students, of the terms and conditions of the award/agreement and, where appropriate, have them acknowledge in writing any conditions with respect to publications, confidentiality, and intellectual property;
6. Adhere to the [StFX University Conflict of Interest Policy](#) and report all potential conflicts of interest as specified in the Policy;
7. Authorize and ensure that delegate(s) authorize only allowable expenses against my research accounts and, when unsure, to consult with Financial Services, Research Services and/or the funder;
8. Review monthly account statements, identify discrepancies and/or problems, and take corrective action in consultation with Financial Services;
9. Reimburse to the applicable StFX research account(s) any expenditures authorized by me or my delegate(s), if disallowed by the funder; and
10. Assume personal responsibility for any unauthorized over-expenditures that are not the result of error by support service units, if all other reasonable alternatives to cover such expenditures have been exhausted.

Name (PI; or Co-Investigator, if PI is not at StFX):	Department:
Signature:	Date:





STFX RESEARCH SERVICES GROUP • **RESEARCH APPROVAL FORM** • (ROMEO DATA ENTRY FORM)

**CONTACT INFORMATION FOR UNIVERSITY OFFICERS**

Research Grants Office – grant applications & pre-award research administration	John Blackwell, Director, RGO: 867-3733 <a href="mailto:jblackwe@stfx.ca">jblackwe@stfx.ca</a> <a href="http://sites.stfx.ca/research/rgo/">http://sites.stfx.ca/research/rgo/</a>
Industry Liaison Office – research contracts, intellectual property, commercialization & material transfer	Andrew Kendall, Manager, ILO: 867-3660 <a href="mailto:akendall@stfx.ca">akendall@stfx.ca</a> <a href="http://sites.stfx.ca/research/ilo">http://sites.stfx.ca/research/ilo</a>
Research Operations – post-award research administration	Dianne Edmond, Research Operations Officer: 867-5712 <a href="mailto:dedmond@stfx.ca">dedmond@stfx.ca</a> <a href="http://sites.stfx.ca/research/node/267">http://sites.stfx.ca/research/node/267</a>
Institutional Signing Authority	Dr. Richard Isnor, Associate Vice-President Research & Graduate Studies: 867-5036 <a href="mailto:risnor@stfx.ca">risnor@stfx.ca</a> <a href="http://sites.stfx.ca/research/vp_office">http://sites.stfx.ca/research/vp_office</a>
Financial Services	Chantal MacIsaac, Financial Analyst: 867-3202 <a href="mailto:cmacisaa@stfx.ca">cmacisaa@stfx.ca</a> <a href="http://sites.stfx.ca/financial_services/finance/Research_Accounts">http://sites.stfx.ca/financial_services/finance/Research_Accounts</a>
Renovations	Facilities Management – Jeffery De Leebeek, Project Coordinator: 867-5232 <a href="mailto:jrdeleeb@stfx.ca">jrdeleeb@stfx.ca</a> <a href="http://sites.stfx.ca/facilities_management/">http://sites.stfx.ca/facilities_management/</a>
Procurement – legislated tendering requirements may apply	Procurement: 867-3994 <a href="mailto:Procurement@stfx.ca">Procurement@stfx.ca</a> <a href="http://sites.stfx.ca/financial_services/procurement">http://sites.stfx.ca/financial_services/procurement</a>
Human Resources – hiring, HR policies	Human Resources: 867-2466 <a href="mailto:hr@stfx.ca">hr@stfx.ca</a> <a href="http://sites.stfx.ca/hr/">http://sites.stfx.ca/hr/</a>
Accounts Payable – expense claims, etc. (all claims must follow StFX policies and procedures, and the eligible expense requirements of the funding agency)	Accounts Payable: 867-2120 <a href="http://sites.stfx.ca/financial_services/AP">http://sites.stfx.ca/financial_services/AP</a> <a href="http://sites.stfx.ca/financial_services/finance/Research_Accounts">http://sites.stfx.ca/financial_services/finance/Research_Accounts</a>

**CERTIFICATION REQUIREMENTS**

Refer to the indicated webpage (below) for meeting dates and application deadlines.

Board/Committee	Chair	Board/Committee Website
Research Ethics Board	Dr. David Young	<a href="mailto:dyoung@stfx.ca">dyoung@stfx.ca</a> <a href="http://www.sites.stfx.ca/research_ethics_board/">http://www.sites.stfx.ca/research_ethics_board/</a>
Animal Care Committee	Dr. Russell Wyeth	<a href="mailto:rwyth@stfx.ca">rwyth@stfx.ca</a> <a href="http://people.stfx.ca/animal.care/index.htm">http://people.stfx.ca/animal.care/index.htm</a>
Biosafety Committee	Dr. James Cormier	<a href="mailto:jcormier@stfx.ca">jcormier@stfx.ca</a> <a href="http://sites.stfx.ca/research/policies_and_certification/biosafety">http://sites.stfx.ca/research/policies_and_certification/biosafety</a>