



**St. FX Research Services Group | Research Approval Form**

**Submit signed form, with proposal, five (5) business days PRIOR to the application deadline.**

This Form is required to ensure that appropriate senior administration personnel are aware of each proposal being prepared for submission and so that they may provide approvals/comments to confirm that St. Francis Xavier University (StFX) can administer any funds awarded, on behalf of the applicant. Further, signatures confirm agreement to provide any requested or required commitments of the University.

Role	Name with Prefix	Faculty and Department or University/Institutional Affiliation
<b>Principal Investigator</b>		
<b>Co-Investigator(s) or collaborators:</b>  <i>If multiple investigators, just note they are listed in the final application.</i>		

<b>Project Title:</b>	
<b>Agency/Sponsor Name:</b>	
<b>Funding Program Name:</b>	
<b>Confidential Sponsor:</b>	
<b>Competition Deadline:</b>	
<b>Type of Application:</b>	
<b>Project Start Date:</b>	
<b>Project End Date:</b>	
<b>Location of Research: (Specify if other than StFX)</b>	

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

**Are any of the following certifications part of this project.** If yes, please attach the certification notice with the form or indicate that you will be applying for them if the project is funded.

<a href="#"><u>Human Subjects</u></a>	<a href="#"><u>Mi’Kwaw Ethics Watch/ Aboriginal Ethics</u></a>	<a href="#"><u>Animal Care</u></a>	<a href="#"><u>Biosafety</u></a>
---------------------------------------	--	------------------------------------	----------------------------------



**St. FX Research Services Group | Research Approval Form**

**Budget Considerations**

Are [overhead/indirect costs/administration fees](#) an eligible expense for this funding opportunity?

- If yes, what amount have you included in your budget? \$ \_\_\_\_\_ OR \_\_\_\_\_%
- If yes, and you are a co-investigator and the funds will be administered first at another institution, have you confirmed with the PI that StFX will receive its share of overhead?

For help with facilitating budgets that include overhead/indirect costs or administration fees, please contact the [Research Services Group](#)

**Space, Equipment, and Teaching Considerations**

Is this research part of an industry collaboration or research agreement?
Are specialized facilities (new), additional space and/or renovations to your existing space (including electrical or plumbing upgrades) required? <b>Provide details of discussions and approvals:</b>  <p style="text-align: center;">You must contact <a href="#">Procurement</a> for any/all estimates/quotations for equipment and supplies. Facilities Management staff <b>MUST</b> be involved in discussions about space.</p>
Is new equipment required? <b>Provide details of discussions and approvals:</b>  <p style="text-align: center;">You must contact <a href="#">Procurement</a> for any/all estimates/quotations for equipment and supplies.</p>
Are you requesting teaching release in order to fulfill your obligations in this research project? <b>NOTE:</b> Requests are only considered if the funder allows buyout of teaching time / teaching release stipends as an eligible expense. Eligibility as an expense item <b>should NOT be taken</b> as an automatic approval. <b>Provide details of discussions and approvals:</b>



St. FX Research Services Group | Research Approval Form

AUTHORIZED SIGNATURES

Submit your research proposal (even if in draft form) to the StFX Research Grants Office or Industry Liaison Office (as appropriate) at least five (5) business days before the funding agency’s submission deadline. If the agency does not require the RGO to submit the proposal, the applicant must submit a pdf copy of the full application to the RGO/ILO as soon as possible after the submission to the funding agency. All signatures from the designated individuals below are required, regardless of whether or not the funding agency requires them.

Please obtain institutional signatures in the following order:

Principal Investigator (signature) [Or Co-Investigator, if PI is not at StFX] Print Name [You must sign the next page also] Date

Chair/Coordinator/Director (signature) [ONLY if teaching release requested] Print Name Date

Dean of Faculty (signature) [ONLY if teaching release, equipment, renovations or space requested] Print Name Date

David W. Bruce

Research Grants Office (signature) [For grant applications] Date

Andrew Kendall

Industry Liaison Office (signature) [For all research contracts & agreements, including partnership projects] Date

Dr. Richard Isnor

Associate VP Research & Graduate Studies (signature) Date



**St. FX Research Services Group | Research Approval Form**

**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 (including [StFX Travel Policy](#) with respect to allowable expenses and rates)
  - c. Procurement Services
  - d. Human Resources
  - e. Environmental Health and Safety
  - f. Ethical Compliance
  - g. Office of Internationalization [StFX International Travel Policy](#) (for travelling outside of Canada with students)
  - h. Research Integrity
  - i. Intellectual Property
  - j. Contracts
  - k. 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.

---

**Principal Investigator** (signature)  
[or Co-Investigator, if PI is not at StFX]

Print Name

Date



## **St. FX Research Services Group | Research Approval Form**

### **IMPORTANT INFORMATION ON STFX POLICIES AND PROCEDURES**

**Obligations-** All research undertaken by StFX faculty members funded wholly or in part by third party funding, requires a formal agreement (contract, contribution agreement, etc) between the funding party and StFX, acting on behalf of the faculty member. As a StFX faculty member and researcher, you are required to familiarize yourself with the following sections of the [Collective Agreement](#), including but not limited to **Articles 2.7.2, 2.8, and 2.11** each of which have direct impact on the conduct of research at StFX.

**Certifications Required**—Consult the [Policies on Research webpage](#) to determine the certifications that are required to conduct your research. These may include [Human Ethics](#), [Mi'kmaw Ethics Watch](#) or other Aboriginal ethics clearances, [Animal Care](#), [Biosafety](#), Radioactive Materials, and Environmental/[Workplace Safety](#) clearances, among others.

**Purchasing, Renovations, and Construction**—Consult StFX [Procurement Services](#) and [Facilities Management](#) to ensure 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 application. If you will be purchasing **any equipment, including computers**, you must inform [Facilities Management](#) before placing the order so they can determine if your research space requires any modifications to accommodate the new equipment.

**Administration and Finance**—Consult the [Research Operations Office](#) regarding the administrative and financial policies and procedures relating to research projects, grants and contracts.

**Signatures**—As the Principal Investigator, or as a StFX co-investigator, you must sign the Research Approval Form, and the Research Accountability Statement. Your signature certifies that you have read the policies and procedures relating to the proposal as discussed above. Your Department Chair must sign this form **ONLY** if there is a request for teaching release associated with this research funding application. Your Dean must sign this form **ONLY** if there is a request for teaching release, equipment, renovations, and/or additional new space on campus beyond your current office / lab space associated with this research funding application.

### **FREQUENTLY ASKED QUESTIONS**

**What does “Confidential Sponsor” mean?** Some sponsors may require 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; therefore, StFX must track this information.

**What are the project 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 can estimate the start and end dates.

**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 best describes your research.

**What if I am requesting funding from an 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).

**St. FX Research Services Group | Research Approval Form**

**CONTACT INFORMATION FOR UNIVERSITY OFFICERS**

<b>Research Grants Office</b> – grant applications & pre-award research administration	David W. Bruce, Director, RGO: 867-3733 <a href="mailto:dwb Bruce@stfx.ca">dwb Bruce@stfx.ca</a> Lane Hall, B116
<b>Industry Liaison Office</b> – research contracts, intellectual property, commercialization & material transfer	Andrew Kendall, Manager, ILO: 867-3660 <a href="mailto:akendall@stfx.ca">akendall@stfx.ca</a> Lane Hall, B113
<b>Research Operations</b> – post-award research and financial administration	Natasha Neal, Manager, Research Financial Operations: 867-4123 <a href="mailto:nneal@stfx.ca">nneal@stfx.ca</a> <b>or</b> Dianne Edmond, Research Operations Officer: 867-5712 <a href="mailto:dedmond@stfx.ca">dedmond@stfx.ca</a>
<b>Institutional Signing Authority</b>	Dr. Richard Isnor, Associate Vice-President Research & Graduate Studies: 867-5036 <a href="mailto:risnor@stfx.ca">risnor@stfx.ca</a>
<b>Financial Services (Research Accounting)</b>	Chantal MacIsaac, Financial Analyst: 867-3202 <a href="mailto:cmacisaa@stfx.ca">cmacisaa@stfx.ca</a> <b>or</b> Alison MacLean, Coordinator Research Reporting: 867-3452 <a href="mailto:ahmaclea@stfx.ca">ahmaclea@stfx.ca</a>
<b>Renovations</b>	<b>Facilities Management</b> – Jeffery De Leebeeck, 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>
<b>Procurement</b> – legislated tendering requirements may apply	<b>Procurement:</b> 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>
<b>Human Resources</b> – hiring, HR policies	<b>Human Resources:</b> 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>
<b>Accounts Payable</b> – expense claims, etc. (all claims must follow StFX policies and procedures, and the eligible expense requirements of the funding agency)	<b>Accounts Payable:</b> 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.

<b>Board/Committee</b>	<b>Chair</b>	<b>Board/Committee Website</b>
Research Ethics Board	Dr. David Young	<a href="mailto:dyoung@stfx.ca">dyoung@stfx.ca</a>   <a href="http://www2.mystfx.ca/research-ethics-board/">http://www2.mystfx.ca/research-ethics-board/</a>
Animal Care Committee	Dr. John McKenna	<a href="mailto:jmckenna@stfx.ca">jmckenna@stfx.ca</a>   <a href="https://www.stfx.ca/animal-care">https://www.stfx.ca/animal-care</a>
Biosafety Committee	Dr. James Cormier	<a href="mailto:jcormier@stfx.ca">jcormier@stfx.ca</a>   <a href="https://www.stfx.ca/biosafety">https://www.stfx.ca/biosafety</a>