



Request for a Release of Funds

THE OFFICE OF RESEARCH SERVICES

The University is required to withhold access to funding for research activities involving human participants, animals or biohazard materials until after certification from the Research Ethics Board, Animal Care Committee and/or the Biosafety Committee has been granted.

The purpose of this form is to enable researchers, who anticipate that they will not be able to apply for certification review until after receiving a research funding award, to request a release of funds. Approval of this form will bind the researcher to a **Release of Funds** in which the researcher explicitly agrees not to conduct any research which would require certification until after they have obtained approval for this research.

In some circumstances it may not be possible until several months after the date of award to obtain certification. If the activities involving human participants, animals, or biohazards will only take place in a future fiscal year and the methodology still needs to be determined, funds may be released, on a pro-rated basis, for activities up to the start of the work involving human participants, animals, or biohazards, at which time all required certifications must be in place before further funds can be released. The researcher must maintain all required certification approval for the duration of the project.

Note re NSERC, CIHR or SSHRC awards: it is also a stated policy of the Tri-Council agencies that if Certification Approval is not obtained within six months of the date of award, the agency may consider that the condition of award has not been fulfilled and may cancel the grant and re-allocate the funds.

Principal Investigator				
Department				
Phone/email				
Funding Agency				
Funding Program				
Award Number				
Project Title				
Anticipated date of Research Ethics, Animal Care and/or Biosafety Committee submission*	Month		Year	

In order to receive a *Release of Funds*, you **MUST** stipulate the following:

1. Why it is not possible for you to submit an application for certification review within six months of the date of award.
2. Why it is necessary for you to access the funds (e.g. to hire a research assistant who will prepare the submission, travel to support a review which is needed prior to developing a protocol etc.). This should be as detailed as possible. Please include a detailed budget indicating what the funds will be used for.

Please provide this information on a separate page, and submit it with this form to:

Research Services, Room 200, Kelley Building

***Allow sufficient time for Certification Review prior to when you wish to start your research. An initial response after submission takes approximately three weeks.**

Approved: _____ Chair (ACC, Biosafety or REB)	_____ Date
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