

Office of Research Services
Request to Open a Term Research Account
Updated 2 February 2017

I have reviewed the UPEI Guidelines for post-award research administration and request that the funds identified below be used to open a new Term Research Account to support my research program. My signature indicates that I will comply with all UPEI policies and procedures including those involving animals, biohazards, or humans.

Name Account Number
holding funds

Amount of funds available in account Unrestricted grant contribution from:
Provide confirmation of support and invoicing information if applicable

Information required to open a new Term Research Account:

Name of the new research project

Start Date End Date

Please submit Signed Research Funding Administrative Approval Form
Statement of work (max 2 pages)
Budget (maximum 1 page)

Signature Date

For Research Accounting & Office of Research Services

Funds can be retained or received by UPEI	Yes	Funds are needed to offset deficit accounts or over head	Yes
	No		No

All commitments have been cleared	Yes	Comments
	No	

Recommendations & Approval

Accounting ORS

Vice-President A&R Approval Date Approved

Old Act Closed or date funds received	New Act Opened	New Project #
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