 **\*\*Investigators must complete this form electronically\*\* PLEASE NOTE:** If you are unable to insert your digital signature, please print, sign, and scan/email the form to the appropriate contact person. Thank you.

Research Grant/Contract Authorization (RGA) Form
Office of the Vice President Research and Innovation

Office

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| **ONTARIO TECH PRINCIPAL INVESTIGATOR INFORMATION**  |
| Name:       | Current Position:[ ]  Tenure/Tenure Track Faculty [ ]  Adjunct Faculty [ ]  Teaching Faculty |
| Faculty of Primary Appointment:       |
| **PROJECT DETAILS** |
| **Sponsor Information** |
| Primary Sponsor:      |
| Program:       |
| Application Deadline:       |
| **Project Information**  |
| Title of Research Project:       |
| Keywords (max 5 words):       |
| [Strategic Research Plan Priorities](https://shared.ontariotechu.ca/shared/department/research/documents/ontariotechstrategicresearchplan_2020-2025_final.pdf) (check all that apply): Data Science, Artificial Intelligence and new technologies Canada’s energy and environmental future Healthy populations, community well-being and social justiceAutonomous vehicles and systemsIntelligent manufacturing and materials innovationSocial innovation, disruptive technologies and the new economy |  [ ]  [ ] [ ] [ ] [ ] [ ]  | Is this a new application or renewal?[ ]  New [ ]  Renewal   |
| Is the project associated with Ontario Tech research centre(s)? If so please list it/them.   |
| **ADDITIONAL ONTARIO TECH INVESTIGATOR(S) INFORMATION** |
| **Name** | **Faculty** | **Role in Project** |
|  |  |  |
|  |  |  |
|  |  |  |
| Lead Institution if not Ontario Tech:       |
| Collaborating Agencies and/or Industries (if applicable):       |
| **PROJECT BUDGET** |
| Total Cash  |  |
| Total In-Kind |  |
| Total Overhead\* |  |
| **Total Budget** |  |

**\*The investigator(s) must ensure appropriate** [**Indirect Costs (overhead)**](https://usgc.ontariotechu.ca/policy/policy-library/policies/legal%2C-compliance-and-governance/indirect-costs-of-research-policy.php) **provisions have been included in the requested budget when permitted by sponsor.**

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| **Ontario Tech Contribution** |

Is there a Ontario Tech cash and/or in-kind contribution? Yes [ ]  No [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of Funds** | **Cash** | **In-kind** | **Details - source and purpose of contribution** |
| Faculty Member |  |  |  |
| Faculty |  |  |  |
| Other |  |  |  |
| **COMPLIANCE REQUIREMENTS** |

Do your research activities require ethics and/or compliance approval?
[ ]  No [ ]  Yes

If yes, check all that apply:
[ ]  Human Participants [ ]  Animals [ ]  Biohazards [ ]  Radiation [ ]  Lasers
Does the research have an approved protocol, permit or certificate? [ ]  No [ ]  Yes

**\*\*Please note that proof of approval is required before funds can be released**

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| **OTHER REQUIREMENTS \*\*Additional approval is required when answering yes to any of the below\*\*** |
| 1. The use of additional space, renovations and/or support staff, etc. that are within the Faculty’s allocated resources and/or being **financially** **covered by the Faculty,** and do not require central services to assist with their implementation.
 | [ ]  Yes [ ]  No | If yes, include Dean’s initials |
| 1. Renovations to your existing space that require central services to implement (i.e. additional data connections, addition or changes to the power requirements of the room, large equipment being installed, etc.) or the requirement of additional space.
 | [ ]  Yes [ ]  No | If yes, attach email approval from the Manager of Space and Equipment, and include Dean’s initials |
| 1. Course release.
 | [ ]  Yes [ ]  No | If yes, include Dean’s initials |
| 1. The use of [Controlled Goods](https://www.tpsgc-pwgsc.gc.ca/pmc-cgp/quellessont-whatare-eng.html) that are subject to *The Controlled Goods Act* or export controls.
 | [ ]  Yes [ ]  No | If yes, contact Radiation and Biosafety Officer |
| 1. Overhead waiver requested from any of the following parties: Dean; Director, Academic Planning; AVP Finance; VP Research
 | [ ]  Yes [ ]  No | If yes, signature of appropriate party is required |
| **ONTARIO TECH PRINCIPAL INVESTIGATOR’S UNDERTAKING** |

1. This application is submitted and the research shall be performed in compliance with the Sponsor’s terms and conditions and the University’s policies and procedures.
2. I accept responsibility for ensuring that all research personnel and agency partners are informed of their obligations and responsibilities in accepting to participate in the project.
3. I understand that neither I nor any staff or students engaged in the project may undertake research with human participants, animals, biohazardous materials, radioactive materials, lasers and/or controlled goods without prior approval of the appropriate University body.
4. I understand that I am not permitted to sign on behalf of the University and must have all legal documents reviewed and signed through the Office of the Vice-President Research and Innovation at the University.
5. I will use any funds awarded in accordance with the conditions, policies and procedures specified by the sponsor and the University. I have informed my Dean of any impact on faculty and staff time, student programs, space, facilities, services and utilities and resource implications and have secured my Dean’s approval. I agree not to establish any bank accounts for this project without prior written approval of the Director of Finance. I further acknowledge that I am responsible for any expenses incurred by me, or the research personnel for whom I am responsible, which exceed the amount allocated for such purposes from the grant/contract award.
6. All actual, apparent, perceived or potential conflicts of interest relating to this project have been disclosed (or will be disclosed at the time they arise) in accordance with [**the University's Conflict of Interest in Research Policy**](http://www.uoit.ca/EN/main2/about/14057/14152/Academic_Policies_and_Procedures/policy_on_COIresearch.html) and Procedures.

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| **ONTARIO TECH PRINCIPAL INVESTIGATOR’S SIGNATURE**  |



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| **DEAN’S APPROVAL** |

This project conforms to the requirements of the Faculty and all required Faculty resources have been identified and are available to support the project. The work to be undertaken by the researcher, and the implied time commitment, does not conflict with his/her work as a faculty member. With regards to institutional funds, the appropriate parties have been notified and funds have been identified and secured.
**\*Reminder: Please ensure that the section “Other Requirements” has been properly completed.**

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| **DEAN’S SIGNATURE** |



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| **DEAN’S SIGNATURE FOR ONTARIO TECH CO-APPLICANT (if applicable)** |



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|  **For Office of the Vice President Research and Innovation use only** |
| OVPRII MANAGER’S SIGNATURE  |
| OVPRI main contact: Date received:  |
| Application Type: [ ]  Research grant [ ]  Equipment grant [ ]  Contract [ ]  Other (specify):       |
| Previously leveraged cash? No [ ]  Yes [ ] If yes, provide details: |
| Notes:  |