SFU Research Funding Application Signature Sheet
Supporting sheet

☐ (1) Name of the external agencies such as governments at all levels, industry and other elements of the private sector, philanthropic foundations and other organizations.

☐ (2) Is there any specific program under the agency that this applications is attached to?

☐ (3) Who is the person leading a research project?

☐ (4) Is he/she a Faculty Member? If no, check the box and fill out the form: https://www.sfu.ca/research-services/forms/SFUGrantEligibility.html

☐ (5) Is there a Co-investigator? Enter the name or names.

☐ (6) Which is the Department/School of the Principal Investigator?

☐ (7) Title of the Research project

☐ (8) Principal keywords to identify the research project.

☐ (9) Is this application for a grant, a contract, a letter of intent, a donation or other?

☐ (10) Will these funds be used for Operating, Equipment, Conference, Other?

☐ (11) Start and end date of the period (dd-month-yyyy) (Note: Periods are normally 12 months)

☐ (12) Cost of the people working in this project

☐ (13) Is there any reduction of workload during the time of the research? Enterer details

☐ (14) Is the funding sponsor paying investigators in recognition of their time, effort and expertise? Enter the funds (Note: Any funding which pays PI fees is also subject to overheads.

☐ (15) Is there any equipment to be acquired during the research project? Enter the costs per period

☐ (16) Direct costs are those that are directly associated with the delivery of the approved project and that are required to achieve the expected results (e.g. travel, supplies, etc.) Enter the total amounts per period.

☐ (18) Overhead, or indirect costs, are those costs that are real but not easily linked to an activity in a particular research project, such as utilities, provision of institutional facilities, space, accounting, payroll, legal and administrative services, personnel services, janitorial services, and provision for equipment replacement. It is normally calculated as a minimum of 25% of the direct cost, except in cases where

a) funds come from SSHRC, NNSERC, CIHR or the MSFHR;

Please note that the Tri Agencies (i.e., SSHRC, NSERC and CIHR) provide overhead to SFU directly. Therefore, you do not need to include overhead on Signature Sheets for these sponsors.

b) agencies which specifically have a published policy (e.g., on their web site) indicating they do not pay overheads, or

c) other agencies which normally do pay overheads and typically pay greater amounts than 25% (which should be charged here).

☐ (17, 19) Are the columns and rows financial totals balanced?

☐ (20-27) All these questions must be answer

☐ (21) If yes, is the explanation attached?

☐ (22) If yes, are all the countries involved listed?

☐ (28) If the research project involves human participation, including secondary data, it must be reviewed and approved by SFU Research Ethics Board (REB).

Enter Approval date and number if approval is already in place.

☐ (31) Are there any new space / facilities requirements?

If no, Enter in the box NONE.

If you intend to continue using existing space, enter CONTINUING USE OF EXISTING SPACE REQUIRED.

If your project makes new space requirements, please provide details, and provide these at least two months in advance to the Dean's Office.

Are there any in-kind support? If so, please list them out.

Is there any financial commitment or support to be provided by the School/Program? If so, please provide details

CHECKLIST

☐ Are all of the required fields filled in and complete?

☐ Are the columns and rows financial totals balanced?

☐ Is Research Ethics clearance required?

☐ Have relevant signatures (i.e. PI and Director) complete on the application form, before being submitted to the Dean's Office?

NOTE: If the form saved contains red arrows on signature lines, it most likely cannot be signed. Please try to save the form in another format.