1. OVERHEAD

Overhead (or indirect costs) refers to those costs which are real but not easily identifiable with a particular research project such as utilities; the provision of institutional facilities; space; accounting; payroll and personnel services; janitorial services; and provision for equipment replacement. Every project involves overhead costs and compensation of these costs is normally sought on all research funding.

The Vice-Presidents of the four research universities in BC have pre-negotiated overhead rates with various organizations, to ensure consistency within the Province. Therefore, faculty members should contact ORS to find out the rate to use with a specific funding organization. The standard SFU overhead rate is 25% calculated on direct costs. Questions concerning overhead or other eligible cost items to be charged in lieu of overhead should be directed by email to the Director of the Office of Research Services.

2. WHAT IS INDICATED BY THE SIGNATURES REQUIRED ON THIS SIGNATURE SHEET

Regardless of whether a funding organization requires university sign off on research funding applications, proposals or letters of intent, SFU requires the submission of a completed and signed SFU Funding Application Signature Sheet to the Office of Research Services. This Signature Sheet must be signed (in the following order) by (i) the applicant(s), (ii) the Department Chair or School Director, (iii) the Faculty Dean or Associate Dean, and (iv) either the Director of Research Services or the Officer, Research Grants, who are designated to sign applications on behalf of the Vice-President, Research. Where the proposed research uses facilities that are part of a Research Centre or Institute, the Director of the Institute must also sign this form.

The Principal Investigator ("PI") or applicant is required to sign in order to indicate his/her acceptance and willingness to carry out the work within the established budget if the application is successful. SFU Co-Investigators from the same department as the Principal Investigator are also required to sign this sheet. SFU Co-Investigators from different Departments and/or Faculties are required to complete and obtain signatures from their Department Chair and Faculty Dean as described for the PI. It is the responsibility of the PI to submit all SFU Signature Sheets to ORS when requesting University signature. Note: All Simon Fraser University Co-Investigators who carry out the research funded by a successful application are required to follow the University's research-related policies found at http://www.sfu.ca/policies/gazette/research.html.

The signature of the Department Chair or School Director acknowledges the availability in the department of facilities, space, and other resources required to carry out the project, including specified incremental resources, and acknowledges the proposed time commitment by the principal investigator to the project. The signature of the Faculty Dean or Associate Dean indicates his/her approval regarding allocation of space and/or other resources, including specified incremental resources, for the project, within the Faculty. The signature of the Director of Research Services or Officer, Research Grants, signing on behalf of the Vice-President, Research, indicates that the University is prepared to administer funds received for the project, on behalf of the Principal Investigator. Specific terms may be subject to negotiation and final approval.

3. WHAT ARE SPECIAL REQUIREMENTS?

The Special Requirements box on the SFU Funding Application Signature Sheet is an important part of the information needed for approval of funding applications. Many research projects, once awarded, will entail special requirements for the University. These requirements should be anticipated when the proposal is under development, and applicants must state for the benefit of University signatories whether incremental resources are going to be required for the Project. These would include such items as:

- Teaching release time with reference to semesters and number of courses (replacement costs to be indicated in the budget section);
- Additional salary (investigator fees) to be charged by the principal and/ or faculty co-investigators for carrying out the research;
- Space over and above that which is currently allocated;
- If overhead is charged at a rate of less than 25% (see section 1 above), provide specific information as to what rate was used and why;
- Equipment, services, facilities, or other resources to be provided by the University.