**Application for Early Release of Funds Extension**

The ‘[*Agreement on the Administration of Agency Grants and Awards by Research Institutions*](http://wcm.ucalgary.ca/research/files/research/rev_1023839_uofc_tricouncil_agt_fe.pdf)*’* requires the University to withhold access to funding for research until after human, animal certification and/or biosafety permits have been approved/received. If you have a been awarded funding and your research requires the future use of human participants (including but not limited to human biologic samples or human participants’ data), use of animals and/or biohazard or radioactive materials, early release of funds will be granted automatically **for up to 6 months** ([under specific spending restrictions](http://www.ucalgary.ca/finance/files/finance/Allowable_Expenses_Early_Release_of_Funds_Mar132014.pdf)). Early release of funds is applicable for startup purposes only (not research).

The purpose of this form is to enable researchers to request an extension of the early release of funds deadline if they anticipate that they will not have the necessary certifications or biosafety permit in place until after 6 months past the date the project is opened. Approval of this form will result in an ‘**Early Release of Funds Extension’** in which the researcher explicitly agrees they will not conduct any human/animal research and/or research involving biohazard material(s) until they have obtained appropriate approval for such research.

**This agreement will expire in 6 months. It is the responsibility of the researcher to (a) renew this agreement or (b) submit their ethics, animal care and/or biosafety application and receive approval prior to the expiry date. Failure to comply will result in your project funding being suspended.**

\*Please allow sufficient time for your certification/permit to be approved prior to the expiry of this agreement

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| --- | --- |
| Principal Investigator |  |
| Department |  |
| Phone/Email |  |
| Funding Agency |  |
| Funding Program |  |
| Project Number |  |
| Project Title |  |
| Anticipated date of certification/permit application |  |

Please provide a justification for why it has not been possible for you to submit a certification/permit application within 6 months from the project open date:

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Please explain why it is necessary for you to access the funds prior to obtaining approval (e.g. to hire a research assistant, travel prior to developing an ethics protocol, to purchase lab equipment, etc). Please include as much detail as possible:

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By signing this agreement the Principal Investigator explicitly agrees he/she will not conduct any human/animal research and/or research involving biohazard material(s) until they have obtained all appropriate approval(s):

|  |  |
| --- | --- |
| PI Name: | Department: |
| PI Signature: | Date: |
| Department Head Signature: | Date: |

Please submit your extension request form to: [linda.longpre@ucalgary.ca](mailto:linda.longpre@ucalgary.ca) with subject line “Application for Early Release of Funds Extension”.

If you have any questions regarding this form, early release of funds, or if your research direction changes/takes a different course than originally planned such that animal, human participant(s) or biohazard(s) will no longer be used please contact [linda.longpre@ucalgary.ca](mailto:linda.longpre@ucalgary.ca)

**Compliance Tracking (for office use only)**

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| Early Release of Funds extended □ Early Release of Funds not extended □  eRSO Number: \_\_\_\_ Extension  Research Project Number:  Valid until:  Signature of Director: |