

WHAT RESEARCH GRANT APPLICATION SIGNATURES MEAN

These guidelines apply to:

1. Letters of Intent
2. Funding requests for new research projects, whether invited, competitive, or self-initiated
3. Requests made in free-form as well as those prepared on preprinted forms
4. Requests for renewal or supplemental funding for existing research projects.

Principal Investigator

Rationale: The Principal Investigator (PI) has played a role in the preparation of the application and knows the most about the proposed research. The PI will be the person who, at the University of Calgary, will lead the project from application to completion. Therefore the PI's signature means that s/he takes responsibility for the content of the application and takes responsibility for carrying out the research in accordance with the regulations of the university and the project funder. In short, the PI is signing on to continuing intellectual, ethical, managerial, and fiscal responsibility for the project (for as long as s/he remains in the role of PI at the University of Calgary).

Principal Investigator signature affirms that:

1. The application information is complete, compliant, and accurate.
2. The applicant is knowledgeable of the granting agency regulations that will apply to management of the award and agrees to abide by these regulation through the term of the award.
3. The applicant is knowledgeable of the University policies and procedures that will apply to the management of the award and agrees to abide by these policies and procedures including, but not limited to:
 - a. the use of animal subjects, human subjects and hazardous materials;
 - b. the administration and use of project funds;
 - c. the employment and/or utilization of students and staff;
 - d. the use of equipment and facilities.
4. If there are differences between granting agency regulations and University policies and procedures, the applicant has brought the differences to the attention of Research Services and this difference has been resolved to meet granting agency regulations.
5. If the application requires a commitment of resources (e.g., space and/or equipment) from the supervisor (in cases where the PI is a postdoc), department, or university, this has been stated explicitly in writing to the supervisor.
6. If the application requires a commitment of resources (e.g., space and/or equipment) from the department, or university, this has been stated explicitly in writing to the Department Head or Equivalent.
7. The applicant acknowledges that the University of Calgary makes no commitment to an extension of the applicant's appointment, should that appointment have a fixed or limited term (e.g., adjunct, sessional, postdoctoral appointments), unless otherwise agreed to in writing by the supervisor (in the case of postdoc appointments) or Department Head or Equivalent (in the case of academic appointments).

Supervisor (of postdocs only):

Rationale: Where the PI is a postdoc (postdoctoral fellow, associate, or guest) at the University of Calgary, they are supervised by a faculty member. As supervisor of the PI, that faculty member must approve of the PI's time commitment and use of the supervisor's resources, if applicable, to carry out the research proposed in the grant application. The PI is otherwise independent in the design and management of the project, and the PI has chief responsibility for adhering to all University and granting agency policies and procedures.

Supervisor signature affirms that:

1. The PI, as a trainee of the supervisor, is able to commit the required time to conduct the research as described in the grant application.
2. The supervisor approves the PI's use of the equipment and facilities controlled by the supervisor in order to carry out the proposed project. The supervisor and PI have come to agreement in terms of required training, access, level of utilization, space-sharing, and cost-sharing related to these equipment and facilities.
3. The supervisor is responsible for the PI's use of animal subjects, human subjects, and hazardous materials, and will serve as applicant on the related certifications and permits.
4. The supervisor acknowledges that the PI is otherwise independent in the design, conduct, and management of the research. All terms of intellectual and material collaboration with the PI have been agreed upon in writing.

Department Head or Equivalent*

Rationale: The Department Head or Equivalent serves as the link between the Principal Investigator's role as a researcher and the Principal Investigator's role as an employee of the University of Calgary. The Department Head or Equivalent therefore certifies, in the first instance, that the Principal Investigator holds the appropriate academic or postdoctoral appointment. Because space requirements are normally within departmental jurisdictions and are subject to often competing demands within the unit, the Department Head's signature indicates that such space will be made available to the project, should it be successful. The signature also indicates awareness of the proposed research and approval of its going forward in the application process.

Department Head or Equivalent signature affirms that:

1. The applicant holds a University of Calgary academic or postdoctoral appointment at the time of application or will have such before the term of the award commences.
2. If the application requires a commitment of department or university resources (e.g., space and/or equipment) this has been stated explicitly in writing to the Department Head or Equivalent. The Department indicates that such resources can be made available in a timely fashion to the project, should the application be successful. In cases where the Department does not control space or access to equipment, the Department Head has confirmed with Institute Heads, Deans, or others in control of space and/or equipment, to ensure that it is appropriate.
3. The research to be conducted is in compliance with all applicable legal, ethical, and accountability standards and other appropriate obligations (e.g. financial requirements and Environment, Health, and Safety requirements).
4. The activities and obligations outlined in the proposal can, in principle, be fulfilled within the term of the grant as specified in the proposal.

* In non-departmentalized faculties, the Dean or Delegate's signature will certify the aforementioned requirements.

Dean or Delegate

Rationale: Signature by the Dean or Delegate indicates that any required internally managed peer reviews of the proposed research have taken place and that provisions have been made for the appropriate space, equipment, and other resources to be available to the project, should the application be successful. In cases in which Executive Leadership Team Operations (ELT Ops) approval is required to assure the availability of resources, that approval has been secured. The signature also indicates awareness of the proposed research and approval of its going forward in the application process.

Dean or Delegate signature affirms that:

1. Where a peer review of the proposal is required by the funding agency, the faculty or institute or the University, the peer review has been completed.
2. Provision has been made for all the necessary space, equipment and other facilities, if applicable.
3. The application has been approved by ELT Ops if required, as determined by the following criteria:
 - Assumption of VPR Funding.
 - Major infrastructure project requiring a large capital spend.
 - Project involves partnerships with risk potential for non-support.
 - Project overlaps a number of faculties / institutes which may have dual staff appointments or need to share space.
 - Project requiring additional or new space.
 - Project proposing separate governance structure or incorporation.
 - Project incorporates new staff requirements, i.e. tenure track positions.

Vice President (Research) or Delegate*

Rationale: This capping signature certifies that the proposal has received internal review and that it will receive all required and appropriate future reviews for certification. The signature indicates the university's willingness to accept and administer the award funds and to accept responsibility for its being carried out in accordance with University and Agency requirements and guidelines.

Vice President (Research) or Delegate signature affirms that:

1. Where the applicant has brought differences between granting agency regulations and University policies and procedures to the attention of Research Services Office, these differences have been resolved to meet granting agency regulations.
2. The University has reviewed the proposal. The research project will be carried out in accordance with the policies and procedures of the University of Calgary and the granting agency within the terms of the contract or grant.
3. If applicable, the project has been or will be reviewed for all certifications including ethics, animal care and biohazards.
4. The University will accept and administer the award funds in accordance with the granting agency's terms and conditions.

* The signature of the Vice-President (Research) is generally provided or obtained by Research Services.