



UNIVERSITY OF SASKATCHEWAN
RESEARCH SERVICES
REQUEST FOR RESEARCH FUND FORM

Please forward completed form with signatures and attachments to Research Services, 110 Gymnasium Place.

Principal Investigator: Phone:

Department: College: Email:

Funding Agency / Sponsor:

Project Title:

Please complete the following checklist and attach all pertinent supporting documentation. Without ALL this information a Research Fund CANNOT be opened for these funds.

- Checklist items: If the application/proposal was NOT submitted to Research Services, please attach a description of the research to be performed along with the associated budget. Documentation from the sponsor MUST include answers to the following (eg: Award letter): What is the total funding amount? What are the start and end dates of the project (day/month/year)? If there are residual funds at the end of the project, are these funds to remain at the U of S or are they to be returned back to the sponsor? Does the sponsor require any financial reporting, if so what? Who is the contact person for the sponsor? Please provide the name, address, phone/e-mail. Does an invoice for the full amount need to be sent to sponsor at the beginning of this project? If applicable, please attach any other supporting documentation (eg invoice, cheque, et cetera).

Ethics – Animal Care – Biohazard Approval - A research account CANNOT be opened until appropriate protocol has been approved. Does this research require:

an Animal Care certificate? (circle) Yes / No Certificate number
a Human Ethics certificate? (circle) Yes / No Certificate number
a Biosafety certificate? (circle) Yes / No Certificate number
The use of any Saskatoon Health Region (SHR) facilities? Yes / No

REQUIRED SIGNATURES:

Principal Investigator: Date:

Department Head: Date:

Dean: Date:

If you have any questions, please contact the Research Services General Office at (306) 966-8576 and your call will be directed accordingly.