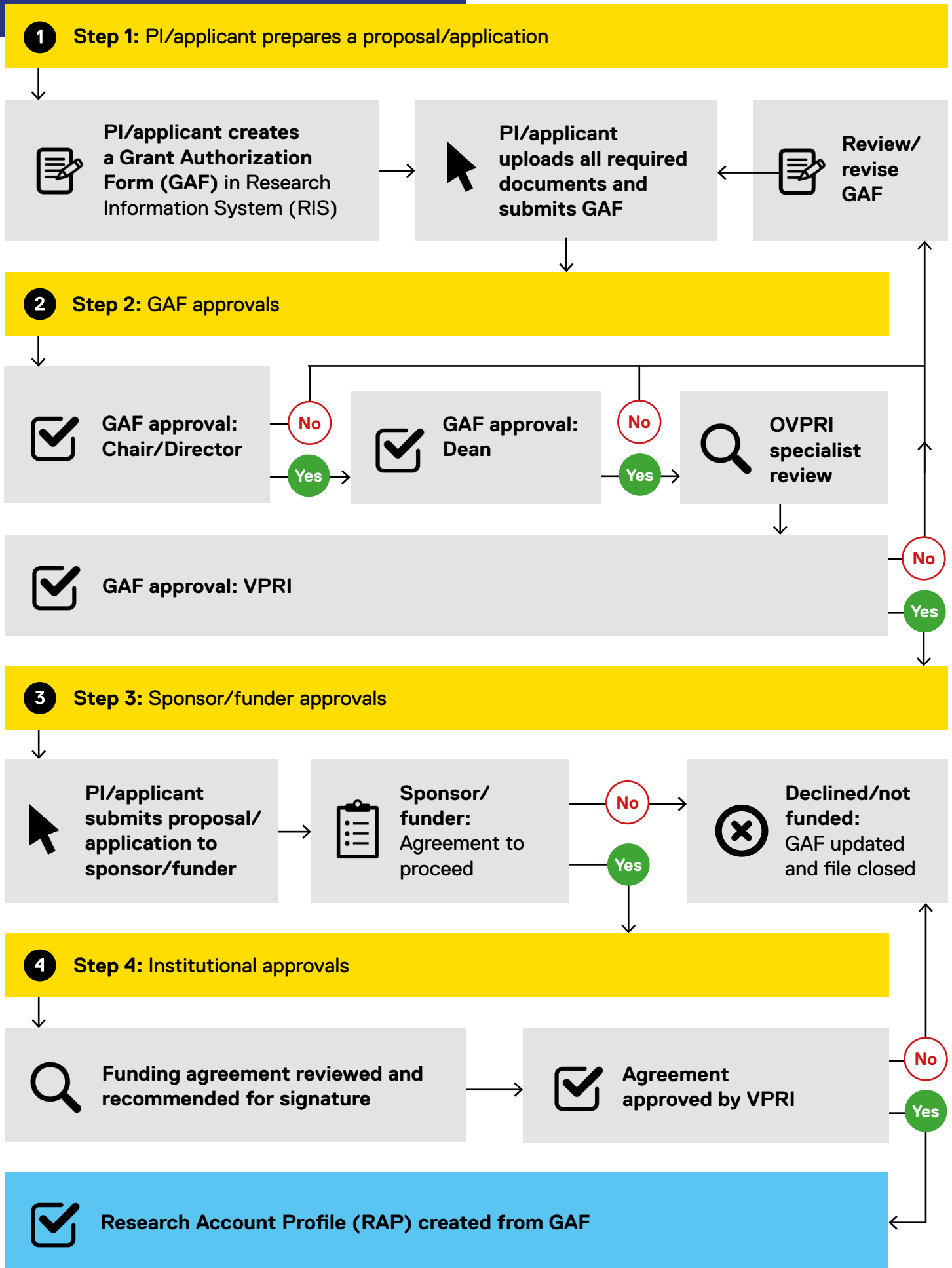


Signing of Applications and Agreements in Support of SRC Activity: Policy 154

Quick Reference Guide

External grant applications process

In absence of a known TFA faculty member or authorized signatory, the principal investigator/academic supervisor/applicant must be eligible to hold funds. Employees of the university are expected to use good judgement to avoid situations that constitute, or create the appearance of, a [conflict of interest](#).



Definitions

RIS – Research Information System: An online system for recording and obtaining approvals for research proposals, with required forms to be completed prior to submission of all external grant applications to the potential funder.

GAF – Grant Authorization Form: An online form located within the RIS required prior to submitting external grants applications.

RAP – Research Account Profile: Used by OVPRI and Financial Services as the basis on which a research account is established and administered. It serves as a quick reference and accountability tool, outlining the terms and conditions which govern an award.

REB – The Research Ethics Board: Approves, rejects, proposes modifications to, or terminates any proposed or ongoing research involving humans that is conducted by faculty, staff or undergraduate students of the university, so as to protect research subjects and ensure that research is conducted in an ethical manner. No research on humans shall be undertaken without the prior approval of the REB.

TFA – Member of the Toronto Metropolitan Faculty Association.

Ethics

University research is governed by policies and practices that ensure the protection of research participants, the researcher (faculty, student or staff member), the university and the public. These include policies on research involving humans, the use of animals, controlled goods and hazardous materials, among others. All funded or unfunded research involving humans, animals or controlled goods undertaken at Toronto Metropolitan University (TMU) facilities and conducted by TMU faculty, students and staff is subject to review and approval. Please note that research may not begin before all university approvals/certifications, institutional requirements or governmental authorizations are obtained. For more information, please visit the university's [Research Ethics page](#).

Meaning of Signatures

Principal investigator/applicant – Accepts the academic, professional, scientific, and technical responsibility for the project. In addition, their acceptance represents an undertaking to observe external sponsor and University policies and regulations, as well as all award conditions.

Academic supervisor/applicant – Accepts the same responsibility of the principal investigator/applicant, as well as willingness to complete or terminate the project in accordance with external sponsor requirements if student participants are unable or unavailable to do so.

Department chair/director of school/director of centre – For proposals that entail new or incremental space, specific material or financial contributions, or preferred use of common facilities and services, the department chair/director of school/director of centre indicates either approval for those items under departmental auspices or a commitment to seek the approval of appropriate faculty and university authorities. When non-departmental commitments have not received final approval, it is the department chair/director's responsibility to state clearly any reservations or limitations, in a letter of transmittal, to the OVPRI at the time the application is submitted for university endorsement.

Dean – Confirms that the faculty/library is willing to accommodate the project, that required facilities and services are available and that the principal investigator/applicant meets known university and external sponsor eligibility requirements. It also represents general acceptance of expressed or implied time commitments, including willingness to recommend leave or other special arrangements as specified in the application.

Designated University Officer (VPRI) – Confirms the departmental and faculty commitments, that the institution will accept and administer funds in accordance with agreed terms and conditions at the time of application and that, when applicable, the project has been or will undergo all relevant reviews of human ethics, animal experimentation, radiation and/or biosafety hazard, as well as research security, including applicable exports control and sanction.

Note: It is the responsibility of the signer to understand the general nature of the application or agreement, and what their signature confirms.