



## University of King's College Grant Investigator Checklist and Guidelines

### **Certifications**

#### *Human Subjects*

Researchers who are conducting activities involving human subjects should refer to the King's Research Ethics Policy and Dalhousie's Policy on the Ethical Conduct of Research Involving Humans and have their research protocol approved by the appropriate ethics board before beginning their activity. Certificates must be renewed annually to continue access to funding.

#### *Institutional Authorisation*

Whether the funding agency requires it or not, all applications by faculty members for external grant funding to be administered by King's must be signed by the Vice-President before they are submitted to the funding agency.

### **Timetable and signature process for completed applications**

*Applications* – including the application form/proposal, budget and the Investigator's Checklist with all required signatures on the Research Accountability Statement– must be received by the Vice President **at least five (5) working days prior to the submission deadline**, to allow sufficient time for review and obtaining the final institutional signature.

Before submitting the application for final review and signature, the applicant should ensure that the signatures of the following persons are on the application and/or the accompanying Research Accountability Statement:

#### 1. Applicant

By signing the signature accompanying Research Accountability Statement, the applicant accepts academic, professional, and scientific responsibility for the project and agrees to comply with the regulations and policies of the University and the funding agency.

#### 2. Programme/School Director or Dean

This signature indicates that the applicant is a faculty member and eligible to apply for external funding and that she/he has time, space and basic facilities available to undertake the proposed project. It also indicates willingness by the programme/school/faculty to recommend leave or other special arrangements as specified in the application. If the signature of the Director of the Programme/School or Dean is not required on the application itself, it must appear on the Research Accountability Statement.

### 3. University

As noted above, whether funding agencies require it or not, final signature on behalf of the University must be obtained by the Vice President for all grants administered by the University.

This signature conforms that the institution will accept and administer funds in accordance with agreed terms and conditions, or will negotiate acceptable terms if these are not established at the time of the application. Where applicable, the signature indicates that the project's use of human subjects has been or will be reviewed by the ethics committee.

### 4. Budget

All queries should be directed to the Research Administrator in the Bursar's Office

The expenses below must be included in all budget calculations. Researchers using any of these services, resources or facilities are fully responsible for payment of all charges resulting from their use. If you require the assistance or services of any of the following, you will need to obtain cost estimates.

#### a) *Overhead*

Overhead on all grants from government agencies, industry, private foundations or other institutions must be included in the initial application budget, or negotiated with the sponsor before the grant agreement is drafted. If overhead is permitted by the funding agency as an allowable cost, it **must** be budgeted from the outset. Exceptions to this policy will be granted only if the agency explicitly does not permit the payment of overhead. Please consult the University's *Overhead on Research Funds Policy*.

#### b) *Salaries/Stipends*

When budgeting for salaries or stipends, please refer to the funding agency's guidelines concerning salary levels for students and post-doctoral fellows. For recommended minimum salary rates, please contact the Payroll in the Bursar's Office.

#### c) *Fringe Benefits*

The employer's contributions should be included as a separate budgetary item. Fringe benefits are calculated as a percentage of salaries requested for regular employees (full and part time), casual employees, students and PDFs. For more information, consult the Payroll in the Bursar's Office.

#### d) *Harmonized Sales Tax (HST)*

Budget items that are subject to Goods and Services Tax must add 4.95%. This rate includes the Federal GST of 5% and the Provincial Sales Tax of 10% (15% HST less the 67% rebate that applies to the university).

### **OTHER SUPPORT**

#### e) *International Collaborations*

If your proposed activity has international partners, is concerned with a non-Canadian topic, or is to be funded by an agency located outside Canada, you may

wish to contact International Research & Development, Dalhousie Research Services ([ird@dal.ca](mailto:ird@dal.ca)).

*f) Intellectual Property (IP) and Commercial Rights*

For advice on IP and commercial rights as they pertain to your project, please contact Dalhousie's Industry Liaison and Innovation (<http://innovation.dal.ca>).

As noted above, whether funding agencies require it or not, final signature on behalf of the University must be obtained for all grants administered by the University.