



Applicants and their Operations Manager/Chair/Dean and Manager/Director are required to sign RIF grant applications and other associated forms. It is important to all parties that signatories understand what signing a form means.

1) The signature/approval of the Principal Investigator/Applicant affirms that:

- a) The information in the application is complete and accurate to the best of the knowledge of the Principal Investigator/Applicant.
- b) The Principal Investigator/Applicant has ensured there is sufficient space, time and/or resources to do the research. If additional space, time and/or resources are required the Principal Investigator/Applicant has sought approval from the Chair/Manager, as appropriate.
- c) The Principal Investigator/Applicant will take responsibility for resolving any over-expenditures.
- d) If an award is made, the Principal Investigator/Applicant agrees to abide by the RIF Guidelines.
- e) If an award is made, the Principal Investigator/Applicant will use the award only for the purposes of which the award was made.
- f) If an award is made, the Principal Investigator/Applicant agrees to abide by Fanshawe College's Research Policies, including the requirement of meeting all regulations regarding the use of animal subjects, human subjects and bio-hazardous materials and other Administrative Policies and Procedures as appropriate.
- g) The Principal Investigator/Applicant will promptly notify Applied Research and Innovation (ARI) of any change in her/his employment status for the duration of the award.

2) The signature/approval of the Operations Manager affirms that they are:

- a) Aware of the proposal or funded project.
- b) Familiar with the rules regarding project and financial administration.
- c) Prepared to keep all project and financial records as required by the College and/or funder for the time period stipulated in the funding agreement.
- d) Aware of the project budget and eligible costs.

3) The signature/approval of the Chair/Manager affirms that:

- a) The Principal Investigator/Applicant has sufficient space, time and/or resources in order to conduct the proposed research.
- b) The Chair/Manager acknowledges that the research activity described in the proposal, meets with the School's research objectives in consideration of the rights accorded through academic freedom.
- c) Any internal School's requirements have been met.
- d) The Chair/Manager accepts resource and financial accountability for the proposed research activity, including over-expenditures.

4) The signature/approval of the Dean/Director affirms that:

- a) The Principal Investigator/Applicant has an appropriate academic appointment within her/his unit covering the period of the proposed grant or contract and is eligible to apply according to agency/sponsor guidelines.
- b) The Dean/Director will fulfill her/his obligations to the funding agency/sponsor. The Dean/Director will ensure that ARI and the granting agency/sponsor are notified if the employment status of the grant holder changes prior to or during the course of conducting the project.
- c) Any internal Faculty requirements have been met.

5) The signature/approval of the Dean, ARI affirms that:

- a) The Principal Investigator/Applicant is eligible to apply as confirmed by the Chair/Dean.
- b) The appropriate Chair/Dean or Manager has signed the application.
- c) If an award is made, the Faculty/School/Department is able and willing to administer the funds on behalf of the researcher.
- d) In the event that a grant holder's employment status with Fanshawe College changes prior to or during the course of conducting the project, ARI will be promptly notified.
- e) If an award is made, the College will not release funding to the grant holder until award conditions of the grant and the College have been met (i.e. regulatory requirements on the use of animal subjects, human subjects and bio-hazardous materials).