

## **Grant Investigator Checklist Procedure:**

Filling Grant Investigator Checklists (IC) correctly is important to tracking of research grants both with respect to unit/Faculty and area of study.

### **Preparation of Grant Investigator Checklist:**

1. For **all** research grant applications, an IC must be completed and signed.
2. Please ensure that you check the “Strategic Priority Areas” relevant to your research. Most will be Health and Wellness.
3. Allocating the percentage Distribution for Reporting of funds is essential to accurate funding tracking.
4. After the proposal is developed, complete and sign the IC and the Research Accountability Statement.
5. The IC must be signed by your School/College Director.

***To obtain a signature from the Associate Dean Research, Faculty of Health:***

### **METHOD 1: Original Documents**

*OPTIMAL TIMEFRAME: Allow up to two business days (dependent on volume of submissions) for the return of your documentation. Emergency submissions will be dealt with on an individual basis.*

1. Deliver, or have delivered, all documents, including signed IC, to the Office of the Dean, Room 316, Burbidge Building, 5968 College Street, Halifax.
2. Ensure that your name, email address and telephone number are clearly marked and included with the package.
3. Drop off anytime between 8:30 and 4:30, Monday to Friday.
4. The package must include (in order to be accepted and signed):
  - a. Grant/Contract IC (signed by researcher and School/College Director)
  - b. Research Accountability Statement (signed by researcher)
  - c. Proposal, including a lay or plain-English summary
  - d. A draft budget and justification
5. The documentation will be reviewed prior to signature. Please note, due to time restrictions the proposal will not be thoroughly reviewed by the Deans Office or Associate Dean. We would encourage all researchers to have proposals peer reviewed prior to submission.
6. When your document has been signed by the Associate Dean Research or designate you will be contacted to arrange pick up.
7. The Dean’s Office is not responsible for ensuring your documents go to Research Services for signature.
8. If requested, a scanned copy of the signed checklist and proposal can be emailed to you, and the original documentation can be returned to you via campus mail.
9. The Dean’s Office will retain a photocopy of the IC, the lay summary and budget on file.

## METHOD 2: Via Email

*OPTIMAL TIMEFRAME: Allow up to two business days for the return of your documentation (dependent on the volume of submissions). Emergency submissions will be dealt with on an individual basis.*

1. The package must include (in order to be accepted and signed):
  - a. Grant IC (signed by researcher and School/College Director)
  - b. Research Accountability Statement (signed by researcher)
  - c. Proposal, including a lay or plain-English summary
  - d. A draft budget and justification
2. Scan your IC into a .pdf document once both you and your Director have signed it. Please include the lay summary and the draft budget with justification to:

[Cheryl.kozey@dal.ca](mailto:Cheryl.kozey@dal.ca)

[Sara.lavender@dal.ca](mailto:Sara.lavender@dal.ca)

[health@dal.ca](mailto:health@dal.ca)

3. The IC will be printed and left for signature by the Associate Dean Research. Please note, due to time restrictions the proposal will not be thoroughly reviewed by the Deans Office or Associate Dean. We would encourage all researchers to have proposals peer reviewed prior to submission.
4. Once signed, the IC will be scanned and emailed back to you.
5. The IC with original signature can be picked up in the Dean's Office at any time, Monday through Friday, 8:30 a.m. to 4:30 p.m. or you can request that it be sent via campus mail.
6. It is your responsibility to ensure the document goes to Research Services.
7. The Dean's Office will retain a photocopy of the IC, the lay summary and budget on file.

If you have any questions about these processes please contact Sara Lavender, Director - Research Services ([sara.lavender@dal.ca](mailto:sara.lavender@dal.ca) or 902 494 1426)