

**COMPLETING THE GRANT INVESTIGATOR CHECKLIST:
INSTRUCTIONS AND GUIDELINES FOR DALHOUSIE PERSONNEL**

1. BUDGET

All queries should be directed to Research Services at 494-8075 (for Canadian funding proposals) or International Research & Development at 494-1734 (for international funding proposals).

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 Dalhousie's recommended minimum salary rates, please contact the [Faculty of Graduate Studies](#).

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, see: <http://www.dal.ca/dept/hr/employee-resources/employee-benefits.html>.

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).

2. CERTIFICATIONS

a) Human Subjects

Researchers who are conducting activities involving human subjects must have their research protocol approved by the Dalhousie Research Ethics Board (contact ethics@dal.ca) prior to beginning their activity. Certificates must be renewed annually to continue access to funding.

b) *Experimental Animals*

Applicants must complete the University Committee on Laboratory Animals (UCLA) protocol form to obtain certification for their experimental procedures. See <http://animalethics.dal.ca/ProtocolApplicationForms.php>.

c) *Microorganisms, Living Cells, Biohazards, and Radiation*

Applicants should consult the [Environmental Health and Safety Office](#). Certificates must be renewed every two years.

3. OTHER SUPPORT

a) *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, please contact International Research & Development, Dalhousie Research Services (ird@dal.ca).

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

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

4. INSTITUTIONAL AUTHORISATION

Whether the funding agency requires it or not, all applications by faculty members for external grant funding to be administered by Dalhousie must be signed by the Vice-President Research (or designate) before they are submitted to the funding agency. This signature is to be obtained by submitting the completed application to Dalhousie Research Services ([link here](#)).

5. TIMETABLE AND SIGNATURE PROCESS FOR COMPLETED APPLICATIONS

Applications – including the application form/proposal, budget, and Investigator’s Checklist with all departmental and faculty signatures – must be received in Dalhousie Research Services at least **five (5) working days** prior to the submission deadline, to allow sufficient time for review and obtaining the final institutional signature from the VP Research (or designate).

NB: Due to the volume of applications, some competitions will have internal university deadlines which will be established much earlier than the stated competition deadline. These internal deadlines will be communicated to applicants in advance.

Before submitting the application to Dalhousie Research Services for final review and institutional signature by the VP Research, the applicant should ensure that the signatures of the following persons are on the application and/or the accompanying Investigator Checklist:

1. Applicant

By signing the signature page of the Investigator Checklist and the 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. Department Head/Chair/Director

This signature indicates that the applicant is a faculty member at the University, is eligible to apply for external funding, and has time, space and basic facilities available to undertake the proposed project. It also indicates willingness by the Department Head/Chair/Director to recommend leave or other special arrangements as specified in the application. If the signature of the Department Head/Chair/Director is not required on the application itself, it must appear on the Investigator Checklist.

3. Peer Reviewer (if applicable)

For faculty members in Medicine and Health Professions, mandatory peer review of applications is required by the Deans' offices for new faculty who have not previously held external funding.

4. Dean

This signature confirms eligibility and academic appointment of the applicant, and signifies awareness of faculty research activities and acceptance of resource commitments. If the signature of the Dean is not required on the application itself, it must appear on the Investigator Checklist. In the Faculty of Medicine, the Dean's signature is obtained through the Medical Research Development Office.

5. Hospitals: Vice-President Research for IWK/CDHA (if applicable)

If the grant applied for is to be administered by Dalhousie, but the research is to be conducted at one or more hospitals (or related institutions), the signature of the Vice-President Research (or designate) for that hospital is required on the Investigator's Checklist. This signature indicates that the hospital is aware of the grant activity to be undertaken, and will provide all necessary support and facilities.

However, please note that if a Dalhousie faculty member in Medicine wishes to apply for funding which would be administered by the IWK or CDHA, the application and Investigator Checklist should be submitted to that hospital's Research Office (rather than to Dalhousie Research Services). Note that in such cases, the application must first be routed through the Medical Research Development Office in the Faculty of Medicine.

6. Research Office

Signature to be provided by appropriate personnel in Dalhousie Research Services, and signifies that all institutional requirements for the submission of the application have been undertaken.

7. University

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

This signature confirms 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 application. Also, where applicable, the signature indicates that the project's use of animals, human subjects, radioactive materials and biological research hazards has been or will be reviewed by the appropriate university/hospital ethics committee.