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## Application for External Research Funding Policy

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<b>Policy Sponsor:</b>	Provost and Vice-President Academic
<b>Policy Contact:</b>	Manager, Research Services
<b>Policy Number:</b>	N/A
<b>Effective Date:</b>	December 14, 2015
<b>Approval Group:</b>	Executive Group
<b>Approval Date:</b>	December 14, 2015
<b>Review Date:</b>	Annually
<b>Procedure:</b>	<a href="#">Application for External Research Funding Procedures</a>

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### Purpose

To identify the principles governing the submission of applications for research funding to external Sponsors by Athabasca University (University) researchers.

### Definitions

<b>In-kind Contribution</b>	Includes non-monetary (supply and/or service) resources provided by the University or a third party to help defray the costs of a research project. Eligible in-kind contributions are typically identified in the Sponsor's funding guidelines.
<b>Principal Investigator</b>	The researcher who is responsible for the intellectual leadership, conduct and financial management of a research project.
<b>Release Time Allowance</b>	Funds to compensate the University for a staff member's time while engaged in a research project.
<b>Research</b>	An undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.



**Sponsor** An external entity that enters into a Research Funding Agreement with the University to provide financial and/or other support for research.

**Unit Head** Includes Dean (or designate) or Chair, as appropriate, or Department Head.

### **Policy Statements**

Principal Investigators applying for external research funding shall vet their application through the Research Centre prior to submission to the Sponsor.

The Principal Investigator is responsible for ensuring that they meet the eligibility criteria for the specific research funding.

The Principal Investigator shall ensure that the application aligns with the requirements of the Sponsor and Athabasca University Policies and Procedures.

Principal Investigators seeking a cash and/or In-kind Contribution from the University shall obtain a written commitment from the Associate Vice-President, Research, well in advance of the Sponsor's submission deadline.

Principal Investigators seeking cash and/or In-kind Contributions from a Faculty or another department shall obtain a written commitment from the Unit Head confirming use of resources prior to inclusion in the application.

In cases where the University cash and/or In-kind Contribution is expected to exceed \$100,000, Financial Services shall review the application prior to submission to the Sponsor.

If a Release Time Allowance is to be paid by the Sponsor, a portion of the usual duties of the related individual will be removed from their workload and the Release Time Allowance payment shall be used by the respective department to provide funding for a replacement.

The Principal Investigator shall upload a copy of their completed application to the Athabasca University Research Portal by the posted internal deadline to ensure sufficient time for internal review and approval.

Applications for external research funding require approval from the Unit Head and the Associate Vice-President, Research, prior to submission to the Sponsor.

The Principal Investigator shall submit the research funding application to the Sponsor once it has been endorsed by the University, except when submission by the University is specified by the Sponsor.



The Research Centre shall administer external research funds acquired by the Principal Investigator.

### **Applicable Legislation and Regulations**

[Alberta Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25](#)  
[Post-Secondary Learning Act, S.A. 2003](#)

### **Related References, Policies, Procedures and Forms**

[Application for External Research Funding Procedures](#)  
[Conflict of Interest in Research Policy](#)  
[Ethical Conduct for Research Involving Humans Policy](#) Alb  
[Research Funding Administration Policy](#)  
[Tri-Agency Framework: Responsible Conduct of Research](#)

### **History**

Executive Group, December 14, 2015 (Approved)