

Office of Research Services

Research Grant Application Checklist (RIS Data Entry Form)

INFORMATION FOR RESEARCHERS

Purpose:

The checklist was developed to streamline the process for entering research grants in the university's Research Information System (RIS) database. The form enables the university to compile more accurate statistics on research productivity—information that is frequently requested by UNB departments and faculties (for instance, to generate research rankings) as well as external stakeholders.

Important Information on UNB Policies and Procedures:

Clearances required – Consult <http://www.unb.ca/research/ors/ethics/policies.php> to determine the clearances that are required to conduct your research. These may include Ethics, Safety, Biohazards, Radiation, or Animal Care, among others.

Purchasing, renovations, and construction – Consult http://www.unb.ca/research/ors/adm_fin/purchasing.php to ensure you are aware of the policies and procedures concerning the purchase of equipment, renovations, and construction. It is your responsibility to consult with the appropriate departments (e.g. Physical Plant, Campus Safety) regarding the requirements of your research **prior to** submitting your grant application. If you will be purchasing **any equipment, including computers**, you must inform Physical Plant up front so they can determine whether your research space requires any modifications to accommodate the new equipment.

Administration and finance – Consult http://www.unb.ca/research/ors/adm_fin/policies.php for the administrative and financial policies and procedures related to research grants.

Signatures – As the principal investigator, you must sign the checklist regardless of whether you have signed the application. Your signature certifies that you have read the policies and procedures related to the application as discussed above. If the grant application does **not** require signatures from your Department Chair and/or Dean or Director, then he or she must sign the checklist. If these signatures are found on the application, it is not necessary to duplicate them on the checklist.

Frequently Asked Questions:

What is meant by “Confidential Sponsor”?

Some sponsors may require that their identity be kept confidential and not made public by the university. While this is more common with research *contracts* than grants, some grant providers may request this and ORS must track this information in the database.

What is the award start and end date?

These are the *anticipated* start and end dates of the funding. In some cases, the application review timelines may be unknown, in which case you must estimate the start and end dates. In other cases, the sponsor provides a date by which results are expected to be announced, and this should be given as the start date.

What if my grant application has multiple funding sources?

If more than one sponsor is contributing cash or in-kind directly to your grant, complete a separate checklist for each sponsor (e.g. collaborative grants receiving both agency funds and partner funds require checklists for each source of funding).

Do I have to list in-kind contributions?

Yes, it is important to include this information so that it can be logged in the research database, thus providing a more complete picture of the research support that you have obtained.

What is the sponsor competition deadline?

This is the deadline by which the application had to be submitted. For grant programs with no fixed deadlines, enter the date that the application was submitted.

What should I use for research theme keywords?

For all grant applications, we encourage you to use the subject and area of application terms that are used by the tri-councils (please provide the term itself – e.g. “clinical psychology” – not the numerical code). However, you are free to use any term that you feel best describes your research.

What if I am requesting funding from an American or other international sponsor?

You may provide the amount of funding requested in the currency used in the application; however, please make this clear in the checklist by adding the appropriate abbreviation or symbol after the dollar values (e.g. USD).

**** Do not include this information sheet when you submit the checklist ****



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Attach checklist with signatures to the paper copy of all research grant applications submitted to ORS.

Principal Investigator: _____ **Campus:** Fredericton
Last name, first name and middle initial Saint John

Department or Faculty: _____ **Email:** _____ **Tel.** _____

Co-applicants (UNB only): _____

Funding Sponsor: _____ **Confidential Sponsor:** Yes
e.g. NSERC, SSHRC, CIHR No

Funding Program: _____
e.g. Discovery, Standard, Operating

Award start date: _____ **Award end date:** _____
dd-mmm-yyyy (e.g. 23-Jun-05) dd-mmm-yyyy

Cash requested per year: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Year 1 Year 2 Year 3 Year 4 Year 5

In-kind contributed per year: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Year 1 Year 2 Year 3 Year 4 Year 5

Graduate stipends requested: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Year 1 Year 2 Year 3 Year 4 Year 5

Number of graduate students to be funded through the grant: _____
Year 1 Year 2 Year 3 Year 4 Year 5

Sponsor competition deadline: _____ **Type of application:** New Renewal Resubmission
(dd-mmm-yyyy)

Application title: _____

Clearances required: Ethics Animal Care Biohazard Radiation None

Research theme keywords: _____

By signing this checklist, I am confirming that this application has been submitted in compliance with sponsor guidelines and University of New Brunswick regulations and policies as identified on the ORS website:
http://www.unb.ca/research/ors/grants_contracts/policies.html

Principal Investigator _____ Date _____

Department Chair* _____ Date _____

* Not required if found on application

Dean or Director* _____ Date _____

* Not required if found on application