

Research Contract Authorization Form

Office of Research Services (ORS)

File No: _____

(Check Only One) ☐ Open
☐ Close, or ☐ Amend, Account Number

[illegible]

1. Project Title: _____

2. Principal Investigator: _____ **Agency Name:** _____

Academic Unit:

3. Project Authorizations & Request for New Account:

- A. 1.) The undersigned has read the accompanying proposal/contract and budget, agrees with and will adhere to their terms and conditions as well as the applicable policies of the University and has arranged with the Department and Faculty for provision of necessary University facilities and/or services.
- 2.) The undersigned herewith requests the opening of a restricted funds account for conduct of the project.

Date: _____ Principal Investigator Signature _____ Email _____

Other Account Signing Authorities:

Co-Principal Investigator: _____ Signature _____ Email _____

Other: _____ Signature _____ Email _____

- B. 1.) The undersigned have read the accompanying proposal/contract and budget, approved the participation of the P.I. and approved the provision of University facilities and/or services.
- 2.) The undersigned approve the request for an account with the above-noted signing authorities.

Date: _____ Chairperson of Academic Unit: _____

Date: _____ Dean of Faculty/Director: _____

4. Contract Account Approvals:

Date: _____ Director/Associate Director, ORS

Date: _____ Manager (Finance & Admin)

Date: _____ Research Funds, ORS _____ (For UNBSJ Accounts)

5. Financial Services Office Only:

Account Name:

Account Number Issued:

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 Issued By: _____
GST Rebate _____ ASAP _____

Manager of Financial Accounting & Reporting Approval: _____

Signature	Date
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Date Account Opened: _____ Date Account Amended: _____ Date Account Closed: _____

Note: The Principal Investigator(s) on a research contract must hold an academic appointment at the University of New Brunswick. The names of all the principal investigators are to be listed above and submitted to ORS at the time the proposal is initiated. In the event that during the project a change is required in the list of principal investigators, a memorandum is to be sent by the principal investigator to both Financial Services and ORS indicating the name of the person being replaced.



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RESEARCH CONTRACT BUDGET BREAKDOWN

I PRINCIPAL INVESTIGATOR FEES: P.I. Initial____
of days/hours

_____ @ \$_____ per _____ = \$_____

II SALARIES AND STIPENDS

Position Title # of days/hours/months

A. _____ @ \$_____ per _____ = \$_____

B. _____ @ \$_____ per _____ = \$_____

C. _____ @ \$_____ per _____ = \$_____

Sub-total \$_____

Fringe Benefits includes _____ % on A
(if applicable)

_____ % on B

_____ % on C

III OVERHEAD
Salaries/Stipends _____ % on \$_____ = \$_____

P.I. Fees _____ % on \$_____ = \$_____

Sub-total \$_____

IV NON-SALARY
Supplies (incl. taxes) \$_____

Equipment (incl. taxes) \$_____

Travel & Subsistence \$_____

Other (Specify: _____) \$_____

Sub-total \$_____

TOTAL \$_____

For Financial Services Office Use Only:

LOC	UNIT	OBJECT	FD	FU	Debit or (Credit)	Description